

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**



**AIR FORCE INSTRUCTION 13-1  
STANDARDIZATION/EVALUATION  
VOLUME 2**

**21 JULY 2015**

***Space, Missile, Command and Control***

**GROUND COMMAND AND CONTROL  
SYSTEMS  
STANDARDIZATION/EVALUATION  
PROGRAM-ORGANIZATION AND  
ADMINISTRATION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements policy found in Air Force Policy Directive (AFPD) 10-9, *Lead Command Designation and Responsibilities for Weapon Systems* and AFPD 13-1, *Command and Control Enterprise (C2 Enterprise)*. This instruction defines the ground command and control (C2) systems standardization/evaluation (Stan/Eval) program. This general publication describes the organizational structure, policies and administrative procedures for Stan/Eval functions at each level of command. Positional criteria for all crewmember positions are contained in separate weapon system publications. This Air Force Instruction (AFI) is titled with a functional mission term for ease of reference. Where this AFI is not applicable, the Major Commands (MAJCOM) and Direct Reporting Units (DRU) develop and coordinate their volume with ACC/A3C as Combat Air Forces (CAF) lead command. This Air Force Instruction (AFI) applies to all combat coded CRCs and BCCs assigned to ACC, PACAF, USAFE-AFAFRICA, and Air National Guard (ANG). This AFI applies to non-combat coded units, to include specific DRUs, Test Squadron, and support units to include; 8th Weapons Squadron, 18th Aggressor Squadron, 64th Aggressor Squadron, 65th Aggressor Squadron, 507th Air Defense Aggressor Squadron, 353d Combat Training Squadron, 414th Combat Training Squadron, 422d Test and Evaluation Squadron, 81st Range Squadron, 98th Range Squadron, 266th Range Squadron, Utah

Test and Training Range, 133d Test Squadron, 57th Operations Support Squadron, 98th Operations Support Squadron, 552d Air Control Group, and 752d Operations Support Squadron. This AFI does not apply to the US Air Force Reserve or the Civil Air Patrol. This publication may be supplemented at any level, but all direct Supplements must be routed to the Office of Primary Responsibility (OPR) of this publication for coordination prior to certification and approval. The reporting requirement in this publication is exempt from licensing in accordance with AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*, route AF Forms 847 from the field through the appropriate functional chain of command.

The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

This publication requires collection and/or maintenance of information protected by the Privacy Act of 1974, Title 5 United States Code (USC) section 552a. The Privacy Act System of Records Notice F036 AF PC C, Military Personnel Record System and F011 AF AFMC B Patriot Excalibur (PEX) System Records covers required information. The authorities to collect and or maintain the records prescribed in this publication are Title 10 USC Section 8013 Secretary of the Air Force; as implemented by AFI 36-2608, *Military Personnel Records System*, and E.O. 9397 (SSN) as amended. Forms affected by the PA have an appropriate PA statement. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS).

## ***SUMMARY OF CHANGES***

This instruction has been completely revised and rewritten to reflect the evolving operational environment of the units. This instruction must be completely reviewed due to numerous operational changes. This revision modifies program objectives and clarifies waiver authorities (**Chapter 1**); updates Air Force, MAJCOM, Numbered Air Force (NAF), and Group responsibilities and functions (**Chapter 2**); updates unit Stan/Eval functional and organizational guidance (**Chapter 3**); updates Unit Examiner guidance (**Chapter 4**); updates qualification evaluation guidance (**Chapter 5**), updates guidance for the examination program (**Chapter 6**); updates documentation guidance (**Chapter 7**); updates guidance on the Operations Information File (OIF) and special interest items, and adds guidance on supplementary evaluations (**Chapter 8**); updates AF Form 8, *Certificate of Aircrew Qualification*, examples (**Attachment 3**) and makes administrative changes throughout the instruction. Tiered waiver approval authorities have been changed as approved by the Inspector General Advisory Board (IGAB) and reflected in AFI 33-360.

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## Chapter 1

### PURPOSE

**1.1. General.** The purpose of the Standardization/Evaluation (Stan/Eval) program is to provide commanders a tool to validate mission readiness and the effectiveness of the unit, including documentation of individual crewmember qualifications and capabilities. Additional guidance for the evaluation of assigned members is located in Mission Design Series (MDS) specific instructions and unit supplements. This instruction:

1.1.1. Applies to commanders, operations supervisors, and operations crewmembers assigned or attached to all ground radar command and control (C2) units in Air Combat Command (ACC), Pacific Air Forces (PACAF), United States Air Forces in Europe-Air Forces Africa (USAFE-AFAFRICA) and Air National Guard (ANG).

1.1.1.1. For the purposes of this Air Force Instruction (AFI) the Air Control Group (ACG), Air Defense Group (ADG) and Operations Group (OG) will be referred to as Group throughout this AFI.

1.1.1.2. For the purposes of this AFI the Air Operations Center (AOC) Commander will serve as the group-level authority for the 176th Air Defense Squadron (ADS) and 621st Air Control Squadron (ACS).

1.1.2. Establishes Headquarters (HQ) ACC/PACAF/USAFE-AFAFRICA Ground C2 Systems Stan/Eval Program. It institutes program applicability, objectives, organization, and responsibilities of the program and lists administrative procedures.

1.1.2.1. Establishes HQ ACC/PACAF/USAFE-AFAFRICA/NGB accepts Initial Qualification Training (IQT) qualifications administered at an Air Education and Training Command (AETC) Formal Training Unit (FTU) as an equivalent evaluation.

1.1.3. Codifies Major Command (MAJCOM) Offices of Primary Responsibility (OPR) for this AFI are ACC/A3C, PACAF/A8X, USAFE-AFAFRICA/A3C, and NGB/A3Y (ANG).

**1.2. Accessibility, Releasability and Applicability.** Publications and forms are available for downloading or ordering on the e-Publishing website at [www.e-publishing.af.mil/](http://www.e-publishing.af.mil/). There are no releasability restrictions on this publication. This instruction applies to the Control and Reporting Center (CRC), Battle Control Center (BCC), and provides guidance for First Air Force (Air Forces Northern (AFNORTH)) and subordinate units. This instruction also applies to the Stan/Eval programs for the 53d Wing, 52d OG, 224 ADG, 225 ADG, 552d ACG, 57th OG, 99th Range Squadron (RS), 353d Combat Training Squadron (CTS), 18th Aggressor Squadron (AGRS), 414th Combat Training Squadron (CTS), 133d Test Squadron (TS), 422d Test and Evaluation Squadron (TES), USAF Weapons School (USAFWS), ACC/PACAF units to include: 610th Air Control Flight (ACF) (Japan), 621st ACS (Korea), 623d ACF (Japan), 5 AF/A3 (Japan), 169th ADS (Hawaii Region Air Operations Center (HIRAOC)) and 176th ADS (Alaska Region Air Operations Center (AKRAOC)), 266th Range Squadron (RANS), Utah Test and Training Range (UTTR), and 81st Range Control Squadron (RCS). This instruction does not apply to AETC but may be used by AETC units as a reference. Publication, implementation and review of this instruction must be consistent with MAJCOM training directives. Throughout this instruction, Air Force Specialty Code (AFSC) 13B refers to Air Battle Managers (ABM), AFSC

1C5X1D refers to Weapons Directors (WD), AFSC 1C5X1 refers to Command and Control Battle Management Operators (C2BMO), and their Canadian equivalents. Reference to forms within this instruction also equates to electronic products when authorized.

**1.3. Objectives.** Specific program objectives are to:

- 1.3.1. Provide a system to assess and document individual crewmember proficiency and capability to accomplish assigned C2 duties.
- 1.3.2. Develop and ensure standardization of operational procedures for weapon system employment.
- 1.3.3. Ensure compliance with appropriate operational, training, and administrative directives.
- 1.3.4. Evaluate and revise operational directives, procedures, and techniques as required.
- 1.3.5. Assess unit effectiveness and compliance with operational directives and procedures.
- 1.3.6. Recognize trends, recommend and initiate changes to training programs and directives.

**1.4. Transfers.**

1.4.1. Personnel transferring due to Permanent Change of Station (PCS) from one like system to another (i.e., Modular Control System (MCS) to MCS) will retain their current qualification/certification. **(T-3).** The Stan/Eval function may administer a complete or partial positional evaluation, but it is not required if the individual is transferring between units possessing like equipment. However, prior to performing operations duties unsupervised at a new unit, the Directorate of Training (DOT) will validate satisfactory completion of the unit's local orientation program as directed by the gaining unit Director of Operations (DO). **(T-3).**

1.4.2. Individuals on temporary duty (TDY) status to a unit, with similar equipment, can perform unsupervised operations duties if the crewmember:

- 1.4.2.1. Provides a current DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty* (Canadian equivalent) to the Unit/Chief of Training (COT) to verify current medical status.
- 1.4.2.2. Provides a current AF Form 8, *Certificate of Aircrew Qualification* (Canadian equivalent) to the unit/Chief, Stan Eval (CCV) to verify current qualification(s).
- 1.4.2.3. Satisfactorily completes COT prescribed training to include the unit's local orientation program as directed by the DO. **(T-3).**
- 1.4.2.4. Meets the unit's Go/No-Go system and Stan/Eval requirements.
- 1.4.2.5. When reporting to a DRU, provides joint service documentation regarding previous control experience as equivalent to an AF Form 8 and maintain these forms within the member's Flight Evaluation Folder (FEF).
  - 1.4.2.5.1. DRUs will identify in the unit supplement the steps required to verify foreign nationals are qualified. **(T-3).**

**1.5. Supplements.** MAJCOMs, National Guard Bureau (NGB), Numbered Air Force (NAF), Groups, DRU, or units may supplement this instruction. MAJCOM/A3s (PACAF/A8 for PACAF units) will approve MAJCOM supplements. Supplements will not contain procedures that are contrary or less stringent to this instruction.

1.5.1. Units, with NAF oversight, will forward their supplements through appropriate channels to the NAF and respective MAJCOMs for review, coordination, and approval **(T-3)**. ANG units will coordinate their supplement with NGB/A3Y as well as the NAF with Stan/Eval oversight responsibility. **(T-2)**. The NAF with Stan/Eval oversight responsibility will be the approval authority for unit supplements and will provide the applicable MAJCOM a copy of the approved supplement. **(T-2)**.

1.5.1.1. DRUs and units without NAF oversight will coordinate their supplements through their Group prior to forwarding to their parent MAJCOM OPR for approval. **(T-2)**.

1.5.2. Additional forms required by MAJCOM supplements will be approved and issued as AF Forms if they apply to more than one command and comply with AFI 33-360.

1.5.3. MAJCOM and unit supplements will be formatted in accordance with (IAW) AFI 33-360. **(T-2)**.

## **1.6. Waiver Authority.**

1.6.1. Waiver authority for requirements of this volume will be IAW AFI-33-360. Waiver requests must come from commanders (or civilian directors) of the affected unit seeking relief from compliance through the command chain up to the appropriate tier approval authority (i.e., Tier 0, 1, 2, 3) (or publications approval authority if non-tiered). See AFI 33-360 for definition of Tier Ratings.

1.6.1.1. Waiver requests are sent via email using AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval* and must include the following. **(T-2)**:

1.6.1.1.1. Reference and text of the specific requirement for which the commander is requesting a waiver. **(T-2)**.

1.6.1.1.2. Provide rationale for the waiver: Explain which of the following three rationales IAW AFI 33-360 apply and describe why. **(T-2)**.

1.6.1.1.2.1. The cost of compliance creates unacceptable risk to a higher priority task.

1.6.1.1.2.2. The expected cost of compliance outweighs the benefit.

1.6.1.1.2.3. Personnel cannot comply with the requirement due to a lack of resources (training, funds, equipment, facilities, guidance, or manpower).

1.6.1.1.3. Time period or circumstance for which the waiver will be required. **(T-2)**.

1.6.1.1.4. Risk mitigation measures the requesting commander will implement during the waiver period. **(T-2)**.

1.6.1.1.5. Impact to unit/individual/mission if waiver is disapproved. **(T-2)**.

- 1.6.1.1.6. Approved waivers will be uploaded into the unit's Management Internal Control Toolset (MICT) for inspection activity review and publication OPR's situational awareness/filing. **(T-2)**.
- 1.6.2. USAFE-AFAFRICA/A3C, PACAF/A8X, and NGB/A3Y will forward a copy of all approved waivers to ACC/A3C. ACC/A3C will, in turn, forward a copy of all approved waivers for their units to USAFE-AFAFRICA/A3C, PACAF/A8X, NGB/A3Y, and NAF/A3. Units will report all deviations or exceptions without waiver, through channels, to the MAJCOM OPR **(T-2)**.
- 1.6.3. Units subordinate to a NAF will forward waiver requests through their chain of command, (provide appropriate NAF/A3 with information copy) to MAJCOM OPR **(T-2)**.
- 1.6.4. Approval/denial of waiver requests will be completed IAW AFI 33-360, **paragraph 1.9.4.3 (T-2)**.
- 1.6.5. Duration of waivers will be IAW AFI 33-360 and may be approved for a period not to exceed the requested waiver period or 30 calendar days after the approving commander's tour length, whichever is shorter. Because waivers are the expression of a specific commander accepting risk, Tier 1, 2, and 3 waivers automatically expire 30 days after a change of command unless the new commander renews the waiver.

## Chapter 2

### HIGHER HEADQUARTERS STAN/EVAL FUNCTIONS AND ORGANIZATION ROLES AND RESPONSIBILITIES

**2.1. Scope.** For the purposes of this instruction, Higher Headquarters (HHQ) includes Headquarters Air Force (HAF), MAJCOM, NAF, and Group Stan/Eval functions.

#### **2.2. HAF.**

##### **2.2.1. AF/A3O.**

2.2.1.1. Establishes policy and guides the conduct and execution of the Ground C2 Systems Stan/Eval Program.

2.2.1.2. Assigns ACC/A3CG as the OPR for this instruction.

##### **2.2.2. AF/A3OY.**

2.2.2.1. Reviews and processes this instruction for publication.

2.2.2.2. Reviews MAJCOM supplements to this AFI to ensure compliance with basic policy guidance in this instruction.

2.2.2.3. Maintains liaison with Air Staff organizations, MAJCOMs, and career field managers to ensure compliance by all unit supervisory staff and mission crew personnel.

2.2.2.4. Coordinates with HAF organizations and MAJCOM Stan/Eval functions to ensure guidance in separate AFIs conforms to and complies with basic Air Force policy guidance contained in this instruction.

2.2.2.5. Coordinates with MAJCOM Stan/Eval functions to develop the HAF-level Stan/Eval Self-Assessment Checklist (SAC) as specified in AFI 90-201, *The Air Force Inspection System*. See [Attachment 8](#).

#### **2.3. MAJCOM.**

**2.3.1. General.** MAJCOM staffs are primarily responsible for setting policy and establishing administrative processes. Lower echelons of command are primarily responsible for the evaluation functions.

2.3.1.1. NGB is considered a MAJCOM for purposes of this instruction.

2.3.1.2. MAJCOM staffs are encouraged to maintain qualification to remain current in their Mission Design Series (MDS).

2.3.1.2.1. MAJCOM examiners may receive their evaluations from any like-qualified crew examiner in the same crew position.

2.3.1.2.2. MAJCOM examiners will maintain qualification in their MDS in order to conduct evaluations.

##### **2.3.2. MAJCOM Functions.**

2.3.2.1. Supplement this instruction as necessary.

2.3.2.1.1. Review NAF/Group/Unit supplements to this AFI.

2.3.2.2. Convene conferences and working groups as necessary, to review and improve Stan/Eval policies and procedures.

2.3.2.3. Provide staff coordination and control of Operations Information File (OIF) items issued from the MAJCOM level to units IAW **Chapter 8**.

2.3.2.4. Coordinate and process applicable AF Form 847 through Stan/Eval channels (Group, NAF [as applicable], MAJCOM) and IAW AFI 11-215, *USAF Flight Manuals Program (FMP)* and forward to ACC/A3TV via its SharePoint site (<https://cs3.eis.af.mil/sites/AC-OP-00-11/default.aspx>) for processing. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility and notify NGB/A3.

2.3.2.5. Develop, review, approve, and distribute MDS-specific Master Question Files (MQF) to using agencies.

2.3.2.5.1. Provide oversight responsibility of MQFs, to include development and approval, but may delegate the actual development, review, and update to lower echelons.

2.3.2.5.1.1. Ensure the question database is clearly labeled with a “Current as of” date.

2.3.2.5.1.2. DRUs are authorized to develop their own MQFs and will coordinate the MQFs with the next higher Group/NAF, as applicable, prior to MAJCOM OPR approval (T-2).

2.3.2.5.1.3. Conduct an annual review and approval of the MQF to ensure questions are updated IAW the latest guidance.

2.3.2.5.2. Approved MQF for the CRC will be available on the HQ ACC/A3CG AF Portal web page (<https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC1344710FB5E044080020E329A9>).

2.3.2.5.3. Using commands will coordinate on submissions to correct deficiencies and on updating questions in the MDS-specific MQFs as required by ACC/A3CG.

2.3.2.6. Coordinate on operational procedures, evaluation criteria, and guidance in conjunction with ACC/A3C and other user commands operating like weapon systems.

2.3.2.7. Ensure compliance with AFIs and technical orders.

2.3.2.8. Coordinate with safety offices and other government agencies to assist in evaluation/determination of safety of flight/aircraft mishaps as requested and to determine and immediately initiate appropriate corrective actions.

2.3.2.9. Conduct staff assistance visits (SAV) to subordinate units at the request of the unit commander and coordinated through the applicable MAJCOM Gatekeeper IAW AFI 90-201.

2.3.2.10. Observe execution of unit missions/training events, etc. when feasible and provide feedback.

2.3.2.11. Provide functional area guidance to subordinate NAF/Group Stan Eval and to MAJCOM/IG staffs. Establish procedures in MAJCOM supplements, if applicable.

2.3.2.12. Coordinate and ensure compliance of the unit trend analysis program IAW paragraph 3.2.2.8.

### 2.3.3. **Organization.**

2.3.3.1. ACC/A3, PACAF/A8, USAFE-AFAFRICA/A3, and NGB/A3 will provide overall management of their command Stan/Eval programs and will establish responsibility for implementation of the program as outlined in this instruction.

2.3.3.1.1. ACC/A3C will provide overall management of the Stan/Eval program and will implement the program as outlined in this instruction in coordination with USAFE-AFAFRICA/A3C, PACAF/A8X, and NGB/A3Y.

2.3.4. **Augmentation.** Each MAJCOM may use augmentees from other MAJCOMs to support or conduct cross-command Stan/Eval program reviews, unit inspections, and evaluations with coordination and concurrence of all the MAJCOM Stan/Eval organizations involved (ACC/A3CG, PACAF/A8XI, USAFE-AFAFRICA/A3CO, NGB/A3YG). Augmentees will use the criteria of the MAJCOM they are augmenting. Augmentees will be qualified in the MDS of the unit and appointed as a Stan/Eval Examiner (SEE).

## 2.4. **Numbered Air Forces.**

2.4.1. **General.** NAF Stan/Eval (MAJCOM Stan/Eval when no NAF Stan/Eval exists) maintains a tactical focus and performs the operational role in oversight of unit Stan/Eval functions within its chain of command.

### 2.4.2. NAF/OV/A3V Functions.

2.4.2.1. Maintain oversight of lower echelon active component/ANG units for which oversight responsibility is assigned. The NAFs will establish an OPR to ensure effective monitoring of subordinate units. The 154 Operations Support Squadron (OSS) (with MAJCOM oversight) will fulfill NAF Stan/Eval role for the 169 ADS (T-3). Additionally, the 52 OG will serve as the OPR for the 606 ACS (T-3).

2.4.2.2. Support the MAJCOM/IG as required as part of the Unit Effectiveness Inspection (UEI) program.

2.4.2.3. Employ qualified augmentees to support or conduct crewmember evaluations with concurrence of all the NAF Stan/Eval organizations involved.

2.4.2.4. Provide qualified examiners to augment other MAJCOM and NAF agencies when requested.

2.4.2.4.1. NAF examiners will, as a minimum, maintain Basic Mission Capable (BMC) status.

2.4.2.4.2. Examiners may receive their evaluations from any like-qualified examiner in the same crew position.

2.4.2.5. Coordinate and process applicable AF Form 847s through Stan/Eval channels IAW AFI 11-215.



2.4.2.6. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility and coordinate with NGB/A3.

2.4.2.7. Provide staff coordination and control of OIF items issued from the NAF level to units. (**Chapter 8**)

2.4.2.8. Observe execution of unit missions and provide feedback during SAVs.

2.4.2.9. Review, coordinate, and approve subordinate unit supplements to this instruction.

2.4.2.10. Initiate corrective action to eliminate noted discrepancies or deficiencies when HHQ action is required. Ensure unit corrective actions are satisfactory.

2.4.2.11. Review subordinate unit Stan/Eval Board (SEB) minutes and, at a minimum, address any action items requiring HHQ assistance.

2.4.2.12. Assist in the creation, review, updating, and distribution of required MQFs. NAFs will coordinate on unit submissions to correct deficiencies to MQFs.

### 2.4.3. **Organization.**

2.4.3.1. Typical NAF Stan/Eval staff includes a section chief and one examiner per MDS. Manning for NAF examiner positions may be adjusted by the NAF Commander.

2.4.3.2. **USAF Air Warfare Center (USAFWC).** The 57 OG/CC ensures that a qualified Instructor Weapons Director (IWD) is appointed to administer the 57 WG WD Stan/Eval program. The wing examiner is assigned to 57 OG/OGV and gives qualification evaluations to WDs assigned to the USAFWS and the 422 TES. With the recommendation of the OG commander, unit commanders appoint additional duty SEEs to administer evaluations. The 99 RS operates a separate Stan/Eval program for 1C5XXs assigned to the 99 RW. 57 OG/OGV and 99 RS/RSOV are DRUs to ACC/A3C for WD Stan/Eval issues.

2.4.3.3. **53 WG.** The 53 WG supports the Ground C2 Systems Stan/Eval Program for the USAFWC and is a DRU to HQ ACC for Stan/Eval.

2.4.3.4. 266 RANS and UTTR are considered DRUs with NAF oversight. (**T-3**).

**2.5. HHQ Visits.** HHQ staffs may visit units during the administration of UEIs or SAVs (as requested by the Commander). HHQ visits will be coordinated and scheduled with the MAJCOM Gatekeeper IAW AFI 90-201.

**2.5.1. Crew Qualification Evaluations (CQE).** Crewmember positional and written evaluations and the associated documentation (FEF, AF Form 8, Letter of X or Qualification) are Stan/Eval functions. These evaluations are not integrated into the IG function or UEI cycle, but the information gained may be included in the UEI final report. For convenience and continuity, the timing of the CQE will be aligned with the unit's UEI cycle.

2.5.1.1. The CQE is the certification of a unit's ability to evaluate the qualification of combat mission ready (CMR) crewmembers IAW AFI 13-1 BCC Vol. 2, *Battle Control Center (BCC) Evaluation Criteria*, AFI 13-1 CRC Vol. 2, *Control and Reporting Center (CRC) Evaluation Criteria*, and the unit's Designed Operational Capability (DOC) statement. A CQE is a series of formal evaluations performed by Higher Headquarters

Examiners (or deputized examiners) limited to crewmember positional evaluations and review of qualification/certification documentation (i.e. AF Form 8, Letter of X or Qualification). It will not extend to the inspection of unit programs inspected under AFI 90-201. If MAJCOM/IG requests, Stan/Eval programs may be inspected coincident with a CQE.

2.5.1.2. Evaluations will be scheduled and tracked by the NAF/OV/A3V assigned with oversight of the unit and MAJCOM/IG gatekeeper. The desired window for CQE evaluations is six months prior to the UEI Capstone event; however units are eligible to receive CQE evaluations during the entire UEI period and must be coordinated with the applicable Group/CC. HHQ will notify units 30 days prior to the CQE. When resources and scheduling permit, evaluations will include objectivity evaluations for all Group examiners as well as a sampling of other experience levels. Evaluations administered by HHQ examiners within 6 months of a CQE may be counted toward the evaluation sample for that CQE. If this option is exercised, all intermediate evaluations by HHQ examiners (including evaluation team designated augmentees) must count toward that sample. The unit CC must be coordinated with prior to the 6-month period.

2.5.1.3. (ANG) CQE schedules for ANG units under ACC oversight will be coordinated with NGB/A3Y and ANG/IG.

2.5.1.4. Up to 15% of all CMR/BMC crewmembers receive a positional evaluation or objectivity evaluation per UEI cycle. Exception: For ANG units, due to the 4-year UEI cycle, up to 25% of all BMC/CMR crewmembers receive a positional evaluation per UEI cycle. The distribution of evaluations should be 50% positional evaluations and 50% objectivity (Officer in Charge (OIC) and Noncommissioned Officer in Charge (NCOIC) at a minimum). Evaluations will contain a mix of INST/QUAL/MSN evaluations, with a sample of unit mission types and mission crew experience levels. NAF/OV/A3V with oversight of the unit determines the final number of evaluations, distribution of evaluations, and mix of evaluation types.

2.5.1.5. An incomplete evaluation accomplished by a HHQ examiner will be considered a SPOT evaluation; a HHQ examiner is not required to complete an all-encompassing qualification evaluation. The evaluation may be completed for realignment of periodic evaluations by any like-qualified examiner.

2.5.1.6. All HHQ evaluation examiners shall include the following statement as the first line following the Mission Description in the comments block on the AF Form 8: "This evaluation was administered during a MAJCOM (or NAF) CQE." Document all supervisory attendance during mission debriefings. Furthermore, if in your opinion, the examinee's performance demonstrated exceptional skill and knowledge in all phases of the evaluation, state the words "EXCEPTIONALLY QUALIFIED" on the first line of the Comments section preceding "Examiner's Remarks".

**2.5.1.7. CQEs are designed to:**

2.5.1.7.1. Certify the unit's ability to provide qualified CMR crewmembers.

2.5.1.7.2. Verify crewmember compliance with approved operational procedures.

2.5.1.7.3. Evaluate and review all aspects of the individual examinee's qualification. This includes applicable FEFs, testing, and performance.

2.5.1.7.3.1. Review 100% of unit's FEFs.

2.5.1.7.3.2. All CMR/BMC crewmembers will be administered a 50-question closed book written examination from the MDS-specific MQF and local MQF (if applicable).

2.5.1.7.4. Provide feedback to commanders from a broad viewpoint as well as the specific evaluation of the existing evaluation criteria.

#### 2.5.1.8. CQE Grading.

2.5.1.8.1. Units will receive an overall grade of Complies (C) or Does not Comply (DNC). The MAJCOM/A3 or NAF/CC is the final approval authority for the unit's overall grade. Individual grades for performance and/or program(s) are based on a three-tier system and will receive grades of Complies (C), Complies with Comments (CWC) or Does not Comply (DNC). The evaluation team, when grading performance, will use the following grading criteria:

2.5.1.8.2. **Complies (C).** Performance met or exceeded mission requirements and complied with applicable directives. Deviations were minor and did not affect mission accomplishment or safety. Performance was high quality and indicative of leadership involvement.

2.5.1.8.3. **Complies with Comments (CWC).** Performance/program met mission requirements. Findings existed that did not affect mission accomplishment or safety.

2.5.1.8.4. **Does not Comply (DNC).** Performance/program did not meet mission requirements and/or comply with applicable directives. Findings exist that affect mission accomplishment or safety. Effectiveness degraded by deviations from or omission of applicable procedures. Processes not well-defined, effective or efficiently executed. Performance/program was poor quality and indicated lack of leadership involvement. Units graded as overall DNC could be directed by MAJCOM/A3 or NAF/CC, (ANG/A3 for ANG units) to cease operations until corrective actions are accomplished.

2.5.1.8.5. **DNC/CWC Corrective Action.** The Chief of Stan/Eval administering the CQE directs corrective actions for an overall DNC. The unit commander takes immediate corrective actions on any safety related discrepancies. Within 10 working days of receipt of the approved evaluation report, the unit commander submits a plan addressing corrective actions on all CWC or DNC programs to the approval authority. The unit commander submits regular progress reports, as defined in the CQE report, to the approval authority and the approval authority makes the final determination when programs have been corrected to a C level.

2.5.1.8.6. At the end of the CQE, the results are reported to the unit commander IAW [Table 2.1](#) and a copy is sent to ACC/A3CG (for ACC and ACC ANG units) (USAFE-AFAFRICA/A3CO for USAFE units, PACAF/A8XI for PACAF and PACAF ANG units, and NGB/A3YG for ANG units). Overall results are used to support UEI Capstone inspection development IAW [paragraph 2.5.3](#)

2.5.1.8.7. At the end of the CQE, completed AF Form 8s are provided to the commander.

**Table 2.1. CQE Report.**

The CQE report cover will include the following information:

1. The evaluating headquarters.
2. The evaluated unit designation.
3. The evaluated unit location.
4. Dates of the evaluation.
5. Overall rating.

**Section A—OVERALL--(Rating)**

1. Overview of unit's ability to maintain qualified mission crew.

**Section B—Group/Unit--(Rating)**

1. Objectivity Evaluations -- (Rating).
2. Crew Evaluations -- (Rating)
  - a. Positional -- (Rating)
  - b. Testing -- (Rating)
3. FEF Management -- (Rating)

Under each subheading provide adequate information to justify the rating given, and if appropriate record discrepancies, corrective actions and recommendations.

**Section C—ADDITIONAL COMMENTS**

1. Superior Performers. List name and unit of superior performers identified during the CQE.
2. Limiting Factors.
3. Other: Pertinent comments, concerns/observations and recommendations may be included in this area if there is no other appropriate area in the report.

**Section D—GENERAL**

1. Team members: Name/Rank (team chief will be identified)
2. Key Personnel (as appropriate):
  - WG/OG/ACG/CCs
  - SQ/CCs
  - ACGV/OGV
  - Team Chief Signature

2.5.2. Evaluations will include crewmembers of various experience levels and crew positions. Previous evaluation performance will not be the only criteria for evaluations. Crewmembers maintaining multiple qualifications may be evaluated in any of the qualifications they currently hold. All available unit examiners will be eligible to receive an Objectivity Evaluation from any designated HHQ/NAF examiner.

2.5.2.1. Examiners will notify the Commander and Team Chief when an examinee's performance is less than Q-1. As a minimum, the examiner will provide a detailed debriefing to the Team Chief at the earliest opportunity. For evaluations, regardless of

mission profile, “SPOT” will be entered in the flight phase block of the AF Form 8, unless conducted in conjunction with a pre-coordinated recurring evaluation.

2.5.2.2. In addition to evaluations, the Team Chief will determine the sample size of available CMR/BMC crewmembers to be administered a closed book written examination from the specific MDS MQF unless excused by the team chief. Academic testing rating is based on testing of individual crewmembers IAW guidelines listed in **Table 2.2**. Do not assign ratings for each crew position. Note: Crewmembers (on active orders or on drill status) are required to test unless otherwise unavailable and excused by the unit commander (CC) or the Team Chief. Crewmembers on leave, TDY, crew/flight scheduled day off, or restricted to quarters/hospital during the CQE are not considered available for duty.

**Table 2.2. Stan Eval Written Examination Rating Criteria.**

| Rating                | % Passing    | and/or | Average Score |
|-----------------------|--------------|--------|---------------|
| Complies (C)          | 95 and above | and    | 85.0 — 100    |
| Does not Comply (DNC) | Below 95     | or     | Below 85.0    |

2.5.2.2.1. The written examination administered during a CQE may fulfill the requisite closed-book examination requirement if it meets all the appropriate criteria.

2.5.2.2.2. The minimum passing grade for the written examination is 85%. **Table 2.2** outlines the Written Examination criteria.

2.5.2.2.3. Tests will be administered via hard copy tests or a MAJCOM-approved electronic program (e.g. Patriot Excalibur, Learning Management System (PEX, LMS)).

2.5.2.2.4. Test multi-qualified individuals in their primary duty position as identified in the unit Letter of X or Qualification.

2.5.2.2.5. Do not assign positional duties to CMR/BMC individuals who fail the academic written examination during the CQE until they have had time to study and complete the re-examination. A minimum of 24 hours must elapse before administering a re-examination to allow an adequate period to study. **(T-3)**. Failure of the re-examination results in:

2.5.2.2.5.1. The individual downgraded to unqualified (UQ) status and placed in requalification training.

2.5.2.2.5.2. The examiner completing the AF Form 8 documents the failure IAW **chapter 7**.

2.5.2.2.5.3. The individual completing a requalification (RQ) evaluation to regain CMR/BMC status.

2.5.2.2.5.4. Although the academic test is an academic SPOT evaluation, the AF Form 8 will only be used to document failures. The AF Form 8 is only required for those individuals who fail the academic test twice during the CQE and will be documented as an unqualified SPOT evaluation.

**2.5.3. Inspections.** HHQ Stan/Eval is responsible for supporting the units with guidance, training, and supporting MAJCOM/IG as a functional expert. Evaluators designated by the chief of MAJCOM or NAF Stan/Eval will inspect Stan/Eval programs during the UEI. The MAJCOM/IG will coordinate with HHQ Stan/Eval for manpower to inspect Stan/Eval programs. This coordination may be delegated by MAJCOM Stan/Eval.

2.5.3.1. HHQ Stan/Eval will support MAJCOM/IG as Stan/Eval functional experts IAW AFI 90-201. At the beginning of each UEI cycle, the HHQ Stan/Eval assigned oversight of the unit will assign a point of contact (POC) to coordinate with the MAJCOM/IG. This POC is responsible for working with the IG team lead on identifying an inspection strategy tailored to the unit, planning and scheduling visits, providing updates, highlighting known or suspected deficiencies and any other aspect of support given to the UEI process. The health and effectiveness of the unit is the shared responsibility of the IG and the Stan/Eval Functional Area Managers (FAM) deputized to assist in the UEI process.

2.5.3.2. The MAJCOM/IG is ultimately responsible for the inspection of each unit. It is the Stan/Eval FAM's responsibility to help shape and define the inspection strategy. The continuum of options available for oversight is defined in AFI 90-201. Based on the particular circumstance of the unit, these tools and strategies will be used to tailor an appropriate level of oversight. The intent is to provide sufficient contact with the unit to ensure compliance without burdening the unit with unnecessary interference. An initial plan should be agreed to between the unit and the MAJCOM/IG within 6 months of the start of the UEI Capstone event, but should be updated as required to meet the needs of the IG and the HHQ Stan/Eval.

2.5.3.3. HHQ Stan/Eval FAMs will monitor and update MICT IAW AFI 90-201.

2.5.3.4. HHQ Stan/Eval FAMs will input reports and updates in IG Evaluation Management System (IGEMS) IAW AFI 90-201.

2.5.3.5. HHQ Stan/Eval FAMs will, when able, provide support for small team visits, throughout the UEI cycle.

2.5.3.6. HHQ Stan/Eval FAMs will, when able, provide support for no-notice inspections conducted by the IG. If major deficiencies or faulty reporting is suspected, a no-notice inspection will be coordinated with the IG. These visits are limited in scope and duration, designed to highlight and record significant discrepancies and ensure the unit initiates corrective actions.

2.5.3.7. HHQ Stan/Eval FAMs will provide support for the UEI Capstone Visit. The augmentation manning and inspection strategy for the Capstone will be finalized no less than 60 days prior to the visit.

**2.5.4. Support to Units.** HHQ Stan/Eval will support their assigned units with any or all of the following tools as appropriate for the unit and as resources permit.

2.5.4.1. Provide guidance and training on implementation of programs as well as self-monitoring through MICT via formal and informal communications.

2.5.4.2. Augment the Wing Inspection Team (WIT) in support of the Commander's Inspection Program (CCIP) IAW AFI 90-201. The goal should be for the unit to conduct

a thorough self-inspection with over the shoulder instruction/guidance from HHQ evaluators. The desired outcome is a plan for correcting identified deficiencies with milestones for completion. No formal report outside of the wings' documentation is required.

2.5.4.3. A SAV provides another avenue for HHQ to provide training and assistance to the unit. A SAV can only be requested by the Unit CC and coordinated with the IG Gatekeeper. The unit defines the scope and focus of a SAV. HHQ will out-brief the appropriate unit leadership and may also provide a formal report to both the unit leadership and HHQ leadership.

## **2.6. Stan/Eval Staff Assistance Visits (SAV).**

2.6.1. MAJCOMs and NAFs may conduct SAVs as requested by the unit commander and coordinated through the MAJCOM Gatekeeper. Purpose will be to ensure program compliance, provide feedback and crossfeed to the units, exchange information, and provide orientation. These visits will culminate in a visit/trip report to the visited unit's CC and DO, as a minimum, and will detail program deficiencies, observations, and recommendations. Positional evaluations and academic examinations are not administered.

## **2.7. Group.**

### **2.7.1. Group Commander Responsibilities (T-3).**

2.7.1.1. Direct and support the conduct of the unit level Stan/Eval program.

2.7.1.1.1. Establish a Group supplement to this instruction, if applicable.

2.7.1.2. Augment unit Stan/Eval function when requested.

2.7.1.3. Designate Group Stan/Eval examiners ([paragraph 4.2.3](#)).

2.7.1.4. Direct mission-planning materials are accurate and current.

2.7.1.5. Direct evaluations to maintain a quality crew force.

2.7.1.6. Direct supplementary evaluations.

2.7.1.7. Chair the SEB.

### **2.7.2. Group Stan/Eval Functions (T-3).**

2.7.2.1. Monitor the effectiveness of unit Stan/Eval programs.

2.7.2.2. Monitor and assess the operational readiness of units.

2.7.2.3. Emphasize unit standardization. Ensure standardization among squadrons and squadron-assigned examiners.

2.7.2.4. Establish procedures for review and quality control of AF Form 8s.

2.7.2.5. Process unit waiver requests IAW [paragraph 1.6](#).

2.7.2.6. Establish procedures to maintain and review unit FEFs. Document these procedures in Group supplements to this instruction. Maintain FEFs of assigned personnel, if applicable.

2.7.2.7. Establish procedures within the Group supplement to this AFI to identify and report trends from assigned units where applicable.

2.7.2.8. Review and consolidate unit trend analysis reports for the Group Stan/Eval board. Make specific recommendations for corrective actions as needed.

2.7.2.8.1. Forward trend analysis reports to HHQ.

2.7.2.8.2. Maintain trend data for at least one year from the date the trend was identified.

2.7.2.8.3. Combine discrepancies common to all crew positions to determine trends.

2.7.2.8.4. When trends are noted, recommend corrective action and assign an OPR/Office of Collateral Responsibility (OCR).

2.7.2.9. Conduct supplementary evaluations as directed by the Group Commander.

2.7.2.9.1. Establish unit supplementary evaluation program and goals IAW [paragraph 8.4](#)

2.7.2.10. Conduct SAVs as requested from assigned unit commanders and coordinated through the MAJCOM Gatekeeper.

2.7.2.11. Conduct SEB and document IAW [Attachment 2](#).

2.7.2.11.1. May publish SEB guidance for their respective subordinate units.

2.7.2.11.2. As a minimum, SEBs are to be held in Jan and Jul. Any deviations are to be coordinated with applicable NAF/MAJCOM. SEB minutes will be kept on file until the next UEI.

2.7.2.11.3. Report the disposition of all open UEI and CQE Stan/Eval findings in the SEB minutes, until closed. Additionally, include closed findings that have not been reported closed to HHQ. Where applicable, include status (Open or Closed), OPR, actions taken/needed to close, date closed or projected to close.

2.7.2.11.4. Send a copy of the SEB minutes to the NAF for review and forwarding to MAJCOM.

2.7.2.12. Establish, monitor, and maintain quality control of the unit OIF program.

2.7.2.13. Process AF Form 847s IAW AFI 11-215 and forward AF Form 847s through channels IAW [paragraph 2.3.2.4](#)

2.7.2.13.1. Forward endorsements for all approved AF Form 847s to parent NAF Stan/Eval function (or parent MAJCOM OPR, if a NAF Stan/Eval does not provide oversight).

2.7.2.14. Review and coordinate on subordinate unit supplements to this instruction prior to submission to the gaining NAF or MAJCOM for coordination and subsequent approval.

2.7.2.15. Administering written examinations.

2.7.2.16. Direct annual self-assessment, as applicable to the unit's Stan/Eval organization, and may forward written reports via the SEB Minutes.



**2.7.3. Group Stan/Eval Organization (T-3).** Staff consists of the Chief of Stan/Eval and adequate specialties to manage the Group Stan/Eval program with Group Commander approval and notification to the MAJCOM through the SEB minutes.

2.7.3.1. The Chief of Stan/Eval (13B) will be a qualified examiner in the unit's MDS. For units undergoing MDS conversion, the Chief of Stan/Eval may be qualified in the MDS to which the unit is converting, even if none is yet assigned. (This requirement does not apply to the 610 ACF, 621 ACS, and 623 ACF).

2.7.3.2. The Chief of Stan/Eval reports directly to, and be rated by, the Group Commander.

2.7.3.3. The Group/CC designates additional Stan/Eval examiners or designate examiners who are not assigned to Stan/Eval when necessary to meet unit requirements. Notify the MAJCOM OPR by recording such designation in the SEB minutes ([Attachment 2](#)).

2.7.3.4. The Group/CC designates Stan/Eval Liaison Officers (SELO) in writing to assist group examiners in administrative Stan/Eval duties.

2.7.3.5. At the discretion of the Group/CC, group and squadron Stan/Eval programs may be combined.

2.7.3.6. The USAFWS assigns an examiner to support the 57 OG/OGV Stan/Eval program.

### Chapter 3

#### UNIT STAN/EVAL FUNCTIONS AND ORGANIZATION

**3.1. Scope.** Most units reside within a wing composed of a group and operations squadrons. Where there is no parent group or OGV function resident in the parent group, squadrons/detachments will assume duties listed for groups as listed in **paragraph 2.7**, where applicable.

**3.2. Unit.** Each unit will establish a Stan/Eval function IAW this instruction. **(T-2).**

3.2.1. Unit Commander Responsibilities. Unit commander will **(T-3):**

3.2.1.1. Direct positional/written evaluations as required to maintain a quality force.

3.2.1.2. Direct supplementary evaluations as needed (request assistance from the parent group if necessary).

3.2.1.3. Appoint, in writing, a Chief (13B) and NCOIC (1C5/1C5D) or Canadian equivalent of Stan/Eval who is examiner certified in any CRC (or system equivalent), BCC, or DRU system to implement and manage the Stan/Eval program.

3.2.1.3.1. The Chief of Stan/Eval will report directly to, and be rated by, the unit commander.

3.2.1.3.2. DRUs without assigned 13B/1C5/1C5Ds may select the highest qualified crewmember as their Chief /NCOIC of Stan/Eval. The appointed Chief/NCOIC will be SEE certified. This appointment will be reported in Unit SEB minutes. **(T-3).**

3.2.1.4. Designate at least one examiner for each crew position. A multi-qualified examiner is authorized to evaluate more than one position. **(T-3).**

3.2.1.5. Annotate all attached HHQ and attached unit examiners in the unit Letter of X or Qualification and ensure designation is recorded in SEB minutes (**Attachment 2**). **(T-3).**

3.2.1.6. May designate, in writing, SELOs to assist in administrative Stan/Eval duties.

3.2.1.7. Unit/CC will direct annual self-assessments, as applicable to the unit's Stan/Eval organization, and may forward written reports via the SEB Minutes **(T-3).**

3.2.1.8. Unit/CC may authorize the removal of a qualification of a crewmember to meet operational or manning requirements. Such action will be documented in the unit Letter of X or Qualification and as a memorandum for record (MFR) within the individual's FEF (T-3).

3.2.1.9. The Squadron/CC may designate SELO in writing to assist group examiners in administrative Stan/Eval duties.

**3.2.2. Unit Stan/Eval Functions.** The focus of the Stan/Eval program is at the unit level. Its backbone is the program established by the unit commander and administered by examiners embedded within the unit. Unit Stan Eval will **(T-3):**

3.2.2.1. Establish a unit supplement to this instruction for unit specific guidance or requirements. (Note: Units that belong to a Group with a published supplement are not required to publish an individual supplement.)

3.2.2.2. Manage and conduct evaluations as required.

3.2.2.2.1. Routing of the AF Form 8 shall be IAW **Table 7.1**

3.2.2.2.1.1. Examinees requiring NAF or MAJCOM examiners will consult the HHQ Stan/Eval Chief for availability. The HHQ Stan/Eval Chief may delegate if no appropriate examiner is available.

3.2.2.2.2. Ensure initial evaluations are completed within 30 days (2 Unit Training Assemblies (UTA) (For BCC units the UTA periods only apply to Drill Status Guardsmen (DSG)/Reservists.)) of release from training. All other evaluations are to be completed IAW **paragraphs 5.7 and 5.10**. (Example: if a guardsman (DSG for BCC) is released from training on Sunday of a UTA weekend in September, he or she must complete the evaluation no later than Sunday of the UTA weekend in November.)

3.2.2.3. Implement the Examination Program as required in conjunction with evaluations as outlined in the unit supplement to this instruction.

3.2.2.3.1. Make the MQF available to the operations training section and unit crewmembers.

3.2.2.4. Implement FEF maintenance and review directed by MAJCOM, NAF, Group, and/or unit supplements to this instruction. This includes maintaining FEFs, when applicable.

3.2.2.5. Coordinate and process applicable AF Form 847s through Stan/Eval channels IAW AFI 11-215. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility.

3.2.2.6. Ensure C2 publications and required OIF documents are current.

3.2.2.7. Ensure proper completion, routing, and filing of AF Form 8s.

3.2.2.8. Establish and maintain a unit trend analysis program.

3.2.2.8.1. Unit Stan/Eval will publish and define the trend analysis program in the applicable unit supplement to this instruction and maintain trend data for at least one year. Units using the LMS, PEX, or other MAJCOM-approved program will trend academic testing with the embedded program. Positional trends will be tracked IAW unit supplements or until the LMS, PEX, or other MAJCOM-approved program becomes available. Analysis of all documented trends will be conducted at least semiannually for positional and written examinations. As a minimum, the trend analysis program will include capturing and annotating trends as observed for the following:

3.2.2.8.1.1. Positional evaluations.

3.2.2.8.1.2. Academic testing.

3.2.2.8.1.3. Exercises or deployments if applicable.

3.2.2.8.2. When trends are noted, recommend corrective action and assign an OPR/OCR; report trends and status to the applicable Group/CC, and NAF during the SEB until closed. Trends will be closed only after the OPR verifies the deficiency in

performance or knowledge no longer exists in the applicable area. Such verification may be accomplished and documented through supplementary evaluation, crew testing, etc.

3.2.2.8.3. Ensure approved corrective actions to identified trends are included in the pre-mission briefing prior to each mission.

3.2.2.9. Conduct supplementary evaluations as directed by the NAF/Group/Unit CC/DO/CCV.

3.2.2.9.1. Report supplementary evaluation results to the applicable Group/CC. The report will include the objectives of the evaluation, the time frame during which it was performed, discrepancies that were noted, recommended corrective action, and suspense dates for completion of corrective action. The unit CC approves all recommendations for corrective actions. Report supplementary evaluation results in the SEB minutes.

3.2.2.9.2. Perform follow-up supplementary evaluations to ensure that completed corrective action was effective.

3.2.2.9.3. Retain a copy of positional supplementary evaluation reports and checklists developed for a minimum of one year.

3.2.2.10. Conduct a SEB and document IAW higher headquarters guidance and Attachment 2.

3.2.2.10.1. Send a copy of the SEB minutes to the applicable Group who will review and forward to NAF.

3.2.2.10.1.1. Units without Group oversight are to send SEB minutes to applicable NAF IAW NAF guidance.

3.2.2.10.1.2. Units without Group/NAF oversight are to send SEB minutes to their applicable MAJCOM.

3.2.2.10.1.3. SEB minutes will be kept on file until the next UEI.

3.2.2.11. **Electronic Data Storage.** Units may use electronic database files for record keeping, trend analysis, printing of standard forms, etc.

## Chapter 4

### EXAMINERS

**4.1. General.** Examiners at HHQ/NAF/Group and unit levels administer the evaluation portion of the Stan/Eval Program.

**4.2. Selection.**

4.2.1. Select examiners from the unit's highly qualified and experienced instructors. **(T-3).**

4.2.2. The chief of the respective MAJCOM or NAF Stan/Eval function will select HHQ examiners.

4.2.3. The Group/CC, or 154 OSS/CC for Hawaii Air National Guard (HIANG) will select, and designate Group examiners in writing, IAW applicable supplement. **(T-3).**

4.2.4. The Unit/CC selects and designates unit examiners, in writing, IAW applicable supplement. **(T-3).**

4.2.5. Those selected to be examiners must demonstrate a working knowledge of the MAJCOM Stan/Eval Program IAW the applicable unit supplement. **(T-3).**

4.2.5.1. Crew Position Specific Examiners.

4.2.5.1.1. **BCC.**

4.2.5.1.1.1. Senior Director (SD) examiners may evaluate Air Weapons Officers, Weapons Directors, Senior Director Technicians, and Weapons Director Technicians (AWO, WD, SDT, and WDT).

4.2.5.1.1.2. WDT examiners may evaluate the weapons portion of SDT evaluation.

4.2.5.1.1.3. Air Surveillance Technician (AST) examiners may evaluate Tracking Technicians (TT).

4.2.5.1.1.4. SDT examiners may evaluate WDTs.

4.2.5.1.1.5. AWO/WD examiners may evaluate WDTs.

4.2.5.1.2. **CRC.**

4.2.5.1.2.1. SD examiners may evaluate AWO and WD.

4.2.5.1.2.2. AWO/WD examiners may evaluate an SD on control specific tasks.

4.2.5.1.2.3. ASO/T examiners are authorized to evaluate STs and Interface Control Technicians (ICT).

4.2.5.1.2.4. ICT examiners may evaluate ASO/Ts on link specific tasks.

4.2.5.1.3. DRU Mission Director examiners may evaluate Live Technicians and Target Controller Technicians.

4.2.6. Individuals with no previous examiner experience in any MDS will, at a minimum, monitor an evaluation, mission brief, and mission debrief, and receive an objectivity evaluation performed by a certified examiner. **(T-3).**

#### **4.3. Examiner Functions. (T-3).**

4.3.1. Conduct positional evaluations IAW **Chapter 5** and document IAW **Chapter 7**.

4.3.2. Maintain qualification as instructors.

4.3.3. Maintain Basic Qualified (BQ) (DRU)/CMR/BMC status as defined in AFI 13-1 MDS Vol. 1.

4.3.4. Conduct a thorough pre-mission briefing and post-mission debriefing for the examinee and applicable crewmembers on all aspects of the evaluation.

4.3.5. Immediately correct breaches of safety during an evaluation (this applies to all crewmembers). If this situation occurs, the examiner will also debrief unit supervision, as designated in the unit/applicable supplement, and if appropriate, document the deviation on an AF Form 8. **(T-3).**

4.3.6. Immediately notify the examinee's unit commander whenever Qualification Level 2 or 3 "Q-2" or "Q-3" performance is observed.

4.3.7. May administer evaluations outside of their MAJCOM when specifically requested by the MAJCOM Stan/Eval organization of the examinee and approved by the MAJCOM Stan/Eval organization of the examiner.

## Chapter 5

### EVALUATIONS

**5.1. General.** The Stan/Eval program utilizes two types of evaluations to ensure qualification of crewmembers and standardization of operations, Qualification Evaluations and Supplemental Evaluations. Qualification evaluations are administered periodically and documented on the AF Form 8 to ensure individual qualification. Supplementary evaluations are unstructured tools to be used by the commander to ensure standardization of battle management C2 (BMC2) and other operations. (Note: Unstructured means the evaluations are not periodic, do not have an expiration date, and do not cover standard areas.) For guidance on supplementary evaluations, see [Chapter 8](#).

5.1.1. When possible, QUAL/MSN evaluations may be administered rather than separate evaluations.

5.1.2. **Multiple Qualifications.** Multiple qualification guidance applies to crewmembers who maintain qualification in two or more mission crew positions in an MDS. Multi-qualified individuals will complete MSN evaluations, if applicable IAW AFI 13-1 MDS Vol. 2 for their secondary or tertiary qualifications (Except: for units where MSN evaluations consist of only a MSN exam) (T-3).

5.1.2.1. **Qualification (QUAL) and Mission (MSN) Evaluations.** All crewmembers require a QUAL evaluation and, if applicable, a MSN evaluation, to include requisites, in each crew position (T-3).

5.1.2.2. **Failure to Pass an Evaluation.** A downgrade resulting from a “Q-3” in a QUAL or MSN evaluation applies only to that specific crew position in a particular MDS for which the evaluation was administered, unless, in the opinion of the evaluator, the discrepancy is applicable to additional crew positions.

**5.2. Categories.** There are four types of qualification evaluations, Qualification (QUAL), Mission (MSN), Instructor (INSTR), and SPOT, each consisting of two structured phases, ground and flight (Exception: SPOT evaluations may consist of either a ground or flight phase). Each phase may require the completion of requisite tasks (Exception: a SPOT evaluation has no requisite tasks).

5.2.1. Use of the Live/Virtual/Constructive (L/V/C) environment for the positional phase of evaluations is approved, as long as positional phases/events evaluated are of sufficient fidelity to accurately mimic the weapon system and events to be evaluated. The Group/CC or unit commander responsible for the simulator is the final authority on the use of the simulator for positional evaluations.

5.2.1.1. Examinees on Duty Not Involving Control (DNIC) status may receive an evaluation in the virtual or constructive environment if approved by the unit CC, not restricted by an DD Form 2992, and agreed upon by the examinee.

5.2.2. **Qualification (QUAL) Evaluations.** Ensure basic qualification in an MDS and/or crew position. Qualification evaluations consist of two structured phases, ground and flight. The ground phase, when required, is a requisite for a positional evaluation usually in the

form of a written examination. The positional phase is conducted during an L/V/C mission scenario to evaluate crewmember performance.

- 5.2.2.1. All crewmembers are to complete a periodic QUAL evaluation in their assigned crew position(s), to include requisites, as specified in the applicable AFI 13-1 MDS Vol. 2. QUAL evaluations may be combined with MSN evaluations.

**5.2.3. Mission (MSN) Evaluations.** Ensure qualification to employ the crew's assigned weapon system/crew position in the accomplishment of the unit's operational or DOC statements mission(s).

- 5.2.3.1. All crewmembers maintaining CMR/BMC status will complete a MSN evaluation IAW AFI 13-1 MDS Vol. 2 except as noted for multi-qualified individuals in [paragraph 5.1.2 \(T-3\)](#).

- 5.2.3.1.1. The requirement for a MSN evaluation may be waived or combined for those crew positions where performance of normal operational, test and training events involve tasks covered during the accomplishment of a QUAL evaluation as specified in AFI 13-1 MDS Vol. 2. Document waiver or combined evaluation on the AF Form 8.

- 5.2.3.1.2. The MSN evaluation shall reflect the type and difficulty of tasks required in the performance of the MDS operational or DOC-tasked missions.

- 5.2.3.1.3. Units will determine the profile of these evaluations and adhere to the appropriate overall grading criteria in this volume. **(T-3)**. Tactical employment subareas will be evaluated and graded according to parameters in AFI 13-1 MDS Vol. 2. **(T-3)**.

**5.2.4. Instructor Evaluations.** To qualify crew members as instructors in their weapon system/crew position by focusing primarily on the examinee's instructional ability.

- 5.2.4.1. Crewmembers obtaining/regaining instructor qualification in a weapon system/crew position must complete an evaluation of instructional capability in that weapon system/crew position. **(T-3)**.

- 5.2.4.2. Due to the unique mission of the 266 RANS and UTTR, their instructors maintain instructor certifications.

- 5.2.4.3. Crewmembers selected to become instructors must successfully complete an initial instructor evaluation. **(T-3)**. Subsequent periodic evaluations of instructors are conducted during the QUAL evaluations in which individuals instruct and are included in the individual duty positions.

- 5.2.4.3.1. All unit certified instructors current as of the publication date of this instruction will be considered "Grandfathered" qualified instructors and will be documented via a MFR filed in the FEF and in the Letter of X or Qualification IAW unit supplements. **(T-3)**. Unit certified instructors will be provided an evaluation during their next recurring evaluation. **(T-3)**.

- 5.2.4.3.2. Crewmembers only require a single INIT Instructor (INSTR) within a FEF for a given MDS (preferably in their primary crew position). An INIT INSTR is not required for each crew position that a member is qualified to perform duties in.



Multi-qualified instructors will receive instructor evaluations as part of their recurring evaluations of the secondary/tertiary crew position. **(T-3)**. Multi-Qualified Instructors will also be designated on the unit Letter of X or Qualification for each crew position authorized to instruct. **(T-3)**.

5.2.4.3.3. Accomplish INIT INSTR evaluations on actual instructional missions whenever possible. When students are not available or mission/crew composition requirements prevent inclusion of students, another crewmember or the examiner will serve as the student. **(T-3)**.

5.2.4.3.3.1. The emphasis on an initial instructor evaluation must be IAW evaluation criteria established in AFI 13-1 MDS Vol. 2. **(T-3)**. This does not preclude the update of a required periodic evaluation if all required positional phase requirements are completed during the instructor evaluation and the examinee subsequently completes all ground phase requirements for the evaluation within the periods described in [paragraph 5.7](#) and the unit commander concurs. Label the evaluation appropriately (Example: "INIT INSTR and QUAL/MSN"). Do not add on missions to complete the requirements for a periodic evaluation unless the group/unit commander concurs with the crewmember's desire to realign the evaluation expiration date and approves the additional requirements.

5.2.4.3.4. Evaluations of instructor qualification will be conducted during subsequent QUAL evaluations. **(T-3)**.

5.2.4.3.5. Instructors who expire on their QUAL evaluations are not qualified to instruct.

5.2.5. **SPOT Evaluations.** Evaluate a specific event or requirement without intending to satisfy the requirements of a periodic evaluation and/or an initial INSTR evaluation.

5.2.5.1. SPOT evaluations have no specific requisites or requirements, unless specified in MAJCOM supplements but may be No Notice IAW [paragraph 5.2.6.4](#). HHQ appointed examiners can administer SPOT evaluations at any time in any MDS.

5.2.5.1.1. A SPOT evaluation can become a QUAL/MSN evaluation provided all requirements for the evaluation are completed within the periods described in [paragraph 5.10](#) (document on the AF Form 8 IAW [paragraph 7.4](#)).

5.2.5.1.2. Do not add on missions to complete the requirements for a periodic evaluation unless the group/unit commander concurs with the crewmember's desire to realign the evaluation expiration date and approves the additional requirements. Evaluations not listed in paragraphs 5.2.2 - 5.2.4 will be documented as SPOT evaluations.

5.2.5.1.3. When the examiner administering a SPOT evaluation is not qualified to evaluate the same crew position in the MDS of the examinee, the evaluation will not be credited towards a periodic evaluation **(T-3)**.

5.2.5.2. **Examiner Objectivity Evaluations.**

5.2.5.2.1. An objectivity evaluation determines whether an examiner is capable of administering a qualification evaluation IAW [Attachment 6](#). Upgrading examiners

are required to receive an objectivity evaluation prior to being appointed as a squadron examiner. Examiners whose primary duty position changes will not be required to accomplish another objectivity evaluation. **(T-3)**. Unit supplement will specify any additional requirements. **(T-3)**. Use SPOT as the type of evaluation under the Flight Phase, then explain in the mission description that the evaluation was an examiner Objectivity Evaluation. The overall rating for an objectivity evaluation is based on the evaluation criteria defined in [Attachment 6](#). Observations, analysis, and other substantial actions are directed primarily at the examiner conducting the evaluation and will not interfere with or affect the individual on position except for flight safety issues.

5.2.5.2.1.1. An examiner objectivity evaluation does not fulfill the requirements of a qualification evaluation.

5.2.5.2.2. A qualified rating (Q-1) indicates the examinee complied with higher headquarters and local Stan/Eval directives, properly briefed and debriefed the examinee, correctly identified discrepancies, awarded the correct grade for each evaluated area, awarded the appropriate overall grade, properly documented the evaluation and if required, assigned appropriate additional training.

5.2.5.2.3. An unqualified rating (Q-3) is awarded when the examinee fails to satisfy the requirements of a Q-1. The certification of the examinee receiving an unqualified examiner Objectivity Evaluation will be determined by the Group/CC, unit/CC as applicable. The Group/CC and unit/CC may, at their discretion issue a commander-directed AF Form 8 for the examinee based upon the examiner's recommendation.

5.2.5.2.4. MAJCOM/NAF examiners maintaining a CMR or BMC qualification in any MDS may perform an objectivity evaluation on any examiner.

5.2.5.2.4.1. Unit Chief of Stan/Eval (or designated crew position examiner) may perform objectivity evaluations in any crew position.

5.2.5.2.5. Document the examiner objectivity evaluation on the AF Form 8 IAW [Chapter 7](#).

5.2.5.2.6. AF Form 8 will be reviewed, approved, and filed in the examinee's FEF.

#### 5.2.6. Prefixes.

5.2.6.1. The following prefixes will be used, when applicable, to further describe the evaluations listed in [paragraphs 5.2.2 - 5.2.4](#)

5.2.6.2. **Initial (INIT)**. The first evaluation of any type for a crew position or instructor qualification in an MDS, (e.g., INIT QUAL, INIT MSN, INIT INSTR, INIT QUAL/MSN (BCC)).

5.2.6.2.1. A successful "INIT QUAL" must be completed within 30 days (2 UTAs (For BCC units the UTA periods only apply to DSG/Reservists.) **(T-3)**. Individuals have 30 days of additional training after an INIT QUAL Q3, once released from training (again) then 30 days to complete the eval. **(T-3)**.

5.2.6.2.1.1. Document waivers with an MFR to be included in the AF Form 8 and posted in MICT.

5.2.6.2.1.2. There is no prefix of a qualification evaluation following a failed INIT evaluation, since no qualification was achieved.

5.2.6.3. **Requalification (RQ).** An evaluation administered to remedy a loss of qualification due to:

5.2.6.3.1. Expiration of a required periodic evaluation. The requalification will be IAW the guidance for that periodic evaluation.

5.2.6.3.2. Individuals who have been unqualified in their MDS.

5.2.6.3.3. Loss of currency that requires a requalification evaluation (IAW AFI 13-1 MDS Vol. 1). In this case, RQ QUAL/MSN will be used for documentation ([paragraph 7.4](#)).

5.2.6.3.4. Failed periodic evaluation. The requalification will be IAW the provisions of paragraph 5.8.1.

5.2.6.3.5. Commander-directed downgrade. The requalification profile will be as directed by the commander on the AF Form 8 ([paragraph 7.4](#)).

5.2.6.3.6. The RQ prefix is not used when expiration of a periodic evaluation is due to failure to complete one or more of the ground phase requisites ([paragraph 5.5](#)), but the flight evaluation has successfully been completed within the eligibility period for an in-the-eligibility period evaluation or within the period listed in [paragraph 5.7.2](#) for an out-of-the-eligibility period evaluation, and the Group/CC, or 154 OSS/CC determines that qualification will be re-established by completion of the academic requisites without re-accomplishment of the positional evaluation.

5.2.6.4. **No-Notice (N/N).**

5.2.6.4.1. The no-notice evaluation program provides commanders a sampling of daily operations performance and an assessment of unit training effectiveness.

5.2.6.4.2. A no-notice evaluation is one where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission. The beginning of normal preparation for a mission will be determined by the examiner and defined in supplements to this instruction. The intent is to preclude extraordinary preparation for the mission.

5.2.6.4.3. An examinee may utilize a no-notice evaluation to update a QUAL/MSN evaluation expiration date provided all requirements for the evaluation are completed within the periods described in [paragraph 5.7](#) and the unit commander concurs. If all requirements were not completed on the first simulation or live fly event, subsequent simulation or live fly events are authorized to complete all required areas.

5.2.6.4.3.1. If the examinee chooses to utilize a N/N SPOT to update his/her QUAL/MSN, document the evaluation as a N/N QUAL/MSN.

5.2.6.4.3.2. If the examinee elects not to update a QUAL/MSN evaluation expiration date, the evaluation will be documented as a N/N SPOT evaluation.

5.2.6.5. **Simulated (SIM).** An evaluation where the positional phase is conducted during a virtual/constructive mission scenario.

**5.2.6.6. Multiple Prefixes.** More than one prefix may be used to describe an evaluation (e.g., N/N SIM SPOT). The applicability of any prefixes to portions of any combined evaluations and the purpose for any prefixes will be explained under Mission Description in the Examiner's Remarks (see [paragraph 7.4.5.2.1.2](#)).

**5.2.7. Combined Qualification Evaluations.** To promote efficient use of operational resources, accomplish evaluations concurrently, whenever practical. If combined, include the designation of each evaluation in the Flight Phase section of the AF Form 8 (e.g., QUAL/MSN).

**5.2.8. Cross-Command Evaluations.** To provide flexibility to units experiencing difficulty in performing evaluations due to deployments, evaluator availability, or other unique concerns, evaluations may be conducted across MAJCOMs. The requesting unit must justify the need and explain the reasons to go outside their parent MAJCOM. ACC and ANG units are not required to submit a cross-command evaluation request between like units as they are considered part of ACC. Processing of cross-command evaluation requests are accomplished as follows:

5.2.8.1. Units identifying a need for a cross-command evaluation must coordinate through their chain of command to their MAJCOM OPR. **(T-2)**.

5.2.8.2. Requests must come from commanders of the affected unit through the command chain up to the requesting unit's MAJCOM OPR. **(T-3)**.

5.2.8.3. The requesting unit's MAJCOM OPR coordinates approval of the evaluation with the requested MAJCOM OPR and forward the approval through channels to the requesting unit.

5.2.8.4. Cross-command evaluation requests may be sent via email or memorandum and include the following:

5.2.8.4.1. Reference and text of the specific requirement for which the commander is requesting an evaluation.

5.2.8.4.2. Rationale.

5.2.8.4.2.1. Explain why the evaluation cannot be accomplished within the unit's command.

5.2.8.4.2.2. Unit cannot comply with the requirement due to a lack of resources (e.g. trainers, evaluators, equipment, or evaluation scenarios).

5.2.8.4.3. Recommended unit to conduct the evaluation and any pre-coordination between units.

5.2.8.4.4. Impact if request is disapproved.

5.2.8.4.5. Approved requests will be filed within the individual's FEF and incorporated on the AF Form 8 generated by the supporting MAJCOM. **(T-3)**

### **5.3. Grading System.**

5.3.1. A two-step grading system is used to evaluate and document crewmember performance.

5.3.1.1. Step one, individual grades are assigned to each evaluation requisite to include the grading of areas/subareas of crew performance against established evaluation criteria (see [paragraph 5.4](#)). Performance resulting in a less than fully qualified must be documented.

5.3.1.2. Step two, an overall qualification level is assigned based on a compilation of all individual requisite grades ([paragraph 5.3.3.4](#)).

### 5.3.2. Performance Areas/Subareas.

5.3.2.1. Areas/subareas will have a two-level (Q/U) or three-level (Q/Q-/U) grading system IAW AFI 13-1 MDS Vol. 2. Discrepancies will be documented against the established areas/subareas.

5.3.2.1.1. “Q” indicates the examinee demonstrated both a satisfactory knowledge of all required information and performed crew duties within the prescribed tolerances.

5.3.2.1.2. “Q-” indicates the examinee is qualified to perform the assigned area/subarea tasks, but requires debriefing or additional training as determined by the examiner. Deviations must not exceed the prescribed “Q-” tolerances or jeopardize safety as outlined in the particular category.

5.3.2.1.3. “U” indicates that performance was outside allowable parameters; thereby compromising safety with deviations from prescribed procedures/tolerances that adversely affected mission accomplishment, and/or evaluated performance constituted a breach of discipline. An examinee receiving an area/subarea grade of “U” requires debriefing and/or additional training, as determined by the examiner.

5.3.2.2. **Remedial Action.** All grades of “Q-” or less requires remedial action that includes either debriefing discrepancies and/or assignment of additional training.

5.3.2.2.1. **Debriefed Discrepancy.** Remedial action accomplished during debrief of the evaluation wherein the examiner provides briefing/instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency to remedy the discrepancy. The discrepancy area description is annotated with “Debriefed” in paragraph B “Discrepancies” of the Examiner’s Remarks section of the AF Form 8 Comments.

5.3.2.2.2. **Additional Training (AT).** Any training recommended by an examiner to remedy deficiencies identified during an evaluation that debrief cannot adequately cover.

5.3.2.2.2.1. Units will outline procedures for ensuring additional training is accomplished in the unit supplement. **(T-2).**

5.3.2.2.2.2. AT may include self-study, academic instruction, and use of a L/V/C event or other MAJCOM-approved training device.

5.3.2.2.2.3. To complete additional training, the examinee must demonstrate attainment of satisfactory knowledge or proficiency. **(T-3).**

5.3.2.2.2.4. Additional training identified during an evaluation must be completed within 30 days (2 UTAs) from the date of the discrepancy. **(T-3).**

5.3.2.2.2.4.1. If a crewmember exceeds the allotted time for completion of AT, the unit commander will review the situation and direct appropriate action. Document the circumstances with an MFR to be included in the AF Form 8 ([paragraph 7.7.3.2.2](#)). (T-3).

5.3.2.2.2.5. Once AT is complete, it is documented in Section 2 of the AF Form 8. AT requirements are outlined in paragraph C, Recommended Additional Training, under Examiner's Remarks in the AF Form 8 Comments section.

5.3.2.2.2.6. The instructor who completed the AT will notify the COT or NCOIC (if COT is not available). (T-3). The COT or NCOIC (if COT is not available) will sign as the Certifying Official under Additional Training, Section II, verifying completion of all assigned training as documented in paragraph C, Recommended Additional Training, under Examiner's Remarks. (T-2).

5.3.2.3. The examiner must grade the areas/subareas listed as "required" in the general and specific evaluation sections of the applicable AFI 13-1 MDS Vol. 2. (T-2).

5.3.2.3.1. Any additional areas/subareas observed during an evaluation will be graded IAW AFI 13-1 MDS, Vol. 2. (T-2).

5.3.2.4. Minor momentary deviations from grading criteria tolerances are acceptable, provided the examinee applies prompt corrective action and such deviations do not jeopardize safety or mission accomplishment. Consider cumulative deviations when determining the overall area/subarea grade.

5.3.2.5. The examiner may further identify an area/sub-area as "Commendable" if, in the examiner's determination, the crewmember has demonstrated exceptional skill and knowledge in that particular area/sub-area. Document commendable areas in the examiner's remarks section of the AF Form 8.

5.3.3. **Qualification Levels.** Qualification levels are assigned to both individual evaluations as well as overall performance. Individual evaluations are graded as a compilation of all area/sub-area grades. Overall performance is graded as a compilation of all requisite tasks associated with the required evaluation. Both individual and overall grades are based on the following:

5.3.3.1. **Qualification Level 1 (Q-1).** The crewmember demonstrated desired performance and knowledge of procedures, equipment, and directives within tolerances specified in the grading criteria. This will be awarded when no discrepancies were noted and may be awarded when discrepancies are noted if:

5.3.3.1.1. The discrepancies resulted in no "U" grades being given in any areas/subareas.

5.3.3.1.2. In the judgment of the examiner, none of the discrepancies precludes awarding of an overall "Q-1."

5.3.3.1.3. All discrepancies noted during the evaluation were cleared during the debriefing of that evaluation.

5.3.3.2. **Qualification Level 2 (Q-2).** The crewmember demonstrated the ability to perform duties safely, but:

5.3.3.2.1. In the judgment of the examiner, there is justification based on sub-performance in one or several areas/subareas and requires specific debriefing or additional training.

5.3.3.2.2. A non-critical area/subarea grade of “U” was awarded.

5.3.3.3. **Qualification Level 3 (Q-3).** The crewmember demonstrated an unacceptable level of safety performance or knowledge.

5.3.3.3.1. An area grade of “U” awarded in a critical area requires an overall “Q-3” for the evaluation.

5.3.3.3.2. An overall “Q-3” can be awarded if, in the judgment of the examiner, there is justification based on performance in one or several areas/subareas.

5.3.3.4. Assigning the overall qualification level.

5.3.3.4.1. The last examiner completing the evaluation is responsible for assigning the overall qualification level.

5.3.3.4.2. An overall grade of “Q-1” or “Q-2” will be given only after all evaluation requirements (to include requisite examinations) have been completed and given due consideration.

5.3.3.4.3. An overall grade of “Q-3” may be awarded at any time and the evaluation stopped for safety of flight or poor operational performance in a critical area. Also, the examiner may choose to end or continue the evaluation after determining that a “Q-3” grade is warranted after assessing poor operational performance in non-critical areas.

5.3.3.4.4. While AFI 13-1 MDS Vol. 2 may dictate the highest grade for a positional evaluation based on area and subarea performance, examiner judgment will always be the determining factor in deciding the overall grade.

5.3.3.5. **Exceptionally Qualified (EQ) Designation.** The examiner may award an exceptionally qualified designation. The designation can only be applied to the total evaluation not to separate requisites. The designation may be awarded when the crewmember has:

5.3.3.5.1. Demonstrated exceptional skill and knowledge in all phases of the evaluation;

5.3.3.5.2. Not failed any requisite;

5.3.3.5.3. Received a qualified grade with no remedial action on all areas/subareas evaluated during positional evaluations;

5.3.3.5.4. Achieved a score of 96% or greater on all written examinations.

**5.4. Evaluation Criteria.** ACC/A3C, in coordination with applicable user MAJCOMs, will establish and maintain standardized MSN, QUAL, and INSTR evaluation criteria in the appropriate AFI 13-1 MDS Vol. 2. ACC/A3C is also responsible for coordinating the establishment of areas/subareas including the identification of critical areas and those areas required for evaluation completion.



**5.5. Ground Phase Requisites.** The ground phase requisites for each evaluation include:

5.5.1. INIT qualification academic testing will be completed prior to any positional portions of the evaluation. **(T-3).** For RQ evaluations and periodic evaluations, the written examination is completed at the discretion of the Chief, Stan Eval.

5.5.2. **QUAL Examination.** General Knowledge. The written test for a QUAL evaluation.

5.5.3. **MSN Examination.** (Optional). The crew position written test for a MSN evaluation as defined in the unit's MSN evaluation profile. (Note: N/A for DRUs)

5.5.4. **QUAL/MSN Examination.** General Knowledge. Crew position written test for a combined QUAL/MSN evaluation. Separate QUAL and MSN examinations are not required.

**5.6. Flight Phase.** The flight phase for evaluations include live/virtual/constructive environment event execution in the MDS or, if applicable, a suitable simulator profile that will allow evaluation of individual performance. **(T-3).**

5.6.1. The profile used to fulfill the flight phase evaluation must incorporate all appropriate requirements set in the applicable AFI 13-1 MDS Vol. 2 and allow an accurate measure of the proficiency of the examinee. **(T-3).**

5.6.2. Evaluation profiles will reflect unit tasking, daily training missions, be realistic, and incorporate current tactics applicable to the unit mission. **(T-3).** Each evaluation profile will be reviewed annually with the reviewed date recorded on the front page of the evaluation profile. **(T-3).** Stan/Eval, Training, and Tactics personnel should review evaluation profiles.

**5.7. Requisite Completion.** One set of requisites may be used to satisfy the requirements of combined evaluations as defined in AFI 13-1 MDS Vol. 2. For all evaluations, accomplish requisites as follows:

5.7.1. **In-the-Eligibility Period.** For scheduled or no-notice periodic evaluations in the eligibility period, all requisites must be completed within the six-month eligibility period of the current evaluation. **(T-3).** The Group/CC may waive this requirement on a case-by-case basis (document on the AF Form 8 IAW [paragraph 7.7.3.2.2](#)).

5.7.2. **Out-of-the-Eligibility Period.** For periodic evaluations outside the eligibility period, all requisites must be completed within a six-month period encompassing the month in which the positional evaluation was administered. **(T-3).** **(Exception:** For extended evaluations, requisites may be completed between the beginning of the six-month eligibility period prior to the original expiration date and the extended expiration date.)

5.7.3. Requisites from a completed evaluation may be used for subsequent evaluations provided they cover all required areas and are within the requisite zone for each evaluation.

**5.8. Failure to Pass a Positional Evaluation.**

5.8.1. **Requalification.** If a crewmember fails a positional evaluation, a successful positional requalification must be completed (to include requalification training conducted IAW AFI 13-1 MDS Vol. 1) by the end of the third month after the date of the first failure, e.g. for an evaluation on 1 Jan 16, complete the requalification by 30 Apr 16. **(T-3).**



5.8.1.1. Time limit waivers are accomplished on a case-by-case basis and processed IAW **paragraph 1.6. (T-3).**

5.8.1.2. Document the waiver(s) with an MFR to be included on the AF Form 8 IAW **paragraph 7.7.3.2.2** and posted in MICT.

5.8.1.3. The examiner that administered the original evaluation will not normally administer the RQ evaluation. **(T-3).**

5.8.1.4. Requisites that were valid for a failed evaluation per **paragraph 5.7.1** or **5.7.2** remain valid IAW paragraphs above.

5.8.2. **Status Downgrade.** Downgrade crewmembers receiving a “Q-3” QUAL or MSN evaluation to “UQ”. For instructor evaluations, crew status (i.e., CMR or BMC) need not be downgraded if the discrepancies were only in instructor areas.

5.8.3. **Restrictions.** When called for by this instruction or deemed necessary in the judgment of the examiner, restrictions will be imposed on the examinee until successful completion of assigned additional training and a RQ evaluation. **(T-3).**

5.8.3.1. Restrictions shall address the specific phase (i.e. live control) and/or operations that require supervision and the criteria for removal of the restrictions **(T-3).**

5.8.3.1.1. Substandard performance in any area/subarea may require restrictions to ensure operational safety or mission accomplishment.

5.8.3.2. Specific restrictions and the criteria for the removal of the restrictions are documented as the first item on the AF Form 8 Comments section. Restrictions associated with failed written examinations are not documented on the AF Form 8.

5.8.3.3. Crew members receiving a “Q-3” on all evaluations, except INITs, may re-establish the specific qualification by accomplishing a requalification evaluation (to include requisites) and will complete the following. **(T-3):**

5.8.3.3.1. **QUAL Evaluation.** Place the examinee on supervised status in the crew position in which the evaluation was administered, unless the discrepancy is applicable to additional crew positions for multiple qualified crewmembers (where the crewmember will also be on supervised status).

5.8.3.3.2. **MSN Evaluation (N/A for DRUs).** The examinee may perform basic qualification tasks unless specifically restricted. Place the examinee on supervised status for mission tasks.

5.8.3.3.3. **INSTR Evaluation** (or any evaluation where instructor qualifications are being evaluated): Instructors receiving an unsatisfactory grade in any instructor area(s) will not perform instructor duties until a successful instructor requalification is completed. **(T-3).**

5.8.3.4. Document restrictions on the AF Form 8 IAW **paragraph 7.4.7.1**

**5.9. Supervised Status.** If unsatisfactory performance or restriction requires the crewmember be placed on supervised status with supervision accomplished by instructors or designated supervisors (as specified in AFI 13-1 MDS Vol. 1) qualified in the specific crew position.

**5.10. Timing of Qualification Evaluations.**

5.10.1. **Expiration Date.** Required periodic evaluations expire on the last day of the 17th month following the month in which the positional phase (and any additional training) IAW [paragraph 7.4.3.1](#) was successfully accomplished.

5.10.2. **Eligibility Period.** Periodic evaluations will be scheduled in the eligibility period, defined as the six-month period prior to the expiration date.

5.10.3. **Out-of-the-Eligibility Period.** On a case-by-case basis, periodic evaluations may be scheduled before or after the eligibility period according to the following criteria:

5.10.3.1. **Evaluations Conducted Prior to the Eligibility Period.** Unit/CCs may authorize individuals to complete periodic evaluations prior to the eligibility period. Document Unit/CC approval and the reason for the early evaluation to include but not limited to deployments, extended TDYs, PCS to a like MDS unit, and contingency operations on the AF Form 8 under Examiner Remarks, paragraph D, Additional Comments. (T-3).

5.10.3.2. Extended Evaluations.

5.10.3.2.1. **HHQ Extended Evaluations.** AF/A3OY may authorize blanket or group extensions on an as-required basis. Requests for extensions at MAJCOM or subordinate levels are submitted IAW [paragraph 1.6](#) (T-2).

5.10.3.2.1.1. **MAJCOM Extended Evaluations.** MAJCOM/A3 (PACAF/A8 for PACAF units) may extend evaluation expiration dates for crewmembers for up to six months. Provide notification to AF/A3OY (NGB/A3Y for ANG units) when extensions are approved (copy to AF/A3OY, NGB/A3Y). Guidance for MAJCOM extensions may be outlined in MAJCOM supplements to this instruction.

5.10.3.2.2. **Unit Commander Extended Evaluations.** Unit/CCs may extend the expiration date of periodic evaluations up to four months for the reasons listed below and will be on a case-by-case basis. (T-2). For individual extensions longer than four months, see [paragraph 5.10.3.2.1.1](#) For blanket or group extensions, see [paragraph 5.10.3.2.1](#) Requisites not completed during the original eligibility period must be completed prior to the extended expiration date. (T-3).

5.10.3.2.2.1. Individuals assigned PCS/Permanent Change of Assignment (PCA) to a non-C2 assignment.

5.10.3.2.2.2. Individuals departing PCS or TDY for retraining in another weapon system.

5.10.3.2.2.3. Individuals undergoing unit system conversion.

5.10.3.2.2.4. Individual removal from active C2 status (e.g., separation or retirement from the Service).

5.10.3.2.2.5. Unit equipment availability that has an impact on training or evaluation (to include simulation equipment).

5.10.3.2.3. **Requirements before PCS/Deployment (Note:** Applies to extended TDY that may preclude the member from completing a required evaluation within the prescribed eligibility period). If a periodic evaluation will expire within three months

after the proposed departure for a PCS to an assignment in the same MDS, or during an upcoming deployment, required evaluation(s) will be completed before departing for either the PCS assignment or the deployment. **(T-2)**. Coordinate with the gaining unit for any instances where this requirement cannot be met.

5.10.3.3. For unit commanders and above, the approval authority is the next commander in the member's chain of command, with the concurrence of the member's immediate supervisor.

**5.10.4. Failure to Complete an Evaluation within the Required Period.** If a crewmember fails to complete an evaluation (ground or flight phase) within the eligibility period for an in-the-eligibility period evaluation or within the period for an out-of-the-eligibility period evaluation, the crewmember is downgraded to "UQ" status in the qualification covered by the evaluation and the restrictions of [paragraph 5.8.3](#) apply.

5.10.4.1. Qualification is re-established by a requalification evaluation.

5.10.4.2. The Group-level equivalent (NAF Stan/Eval for units without a Group) in the unit's chain of command is the waiver authority and may approve waivers to preclude the re-accomplishment of completed requisites to complete the evaluation on a case-by-case basis. Document such action with an MFR placed in Section II of the FEF. Incorporate the information contained in the MFR onto the affected AF Form 8 under Examiner Remarks, paragraph D, Additional Comments, when action is complete, and remove the MFR from the FEF. MFRs become a permanent part of the FEF only when the Major discrepancy identified in the MFR is *not* addressed or corrected by a later AF Form 8. **(T-3)**.

**5.10.5. Documentation.** Document extensions with a MFR placed in Section II of the FEF specifying extension authority, the new expiration date, and include a brief description of the extension.

5.10.5.1. Extension MFRs are dated prior to the expiration date of any affected periodic evaluation.

5.10.5.2. File the MFR on top of the affected AF Form 8 in Section II of the FEF.

5.10.5.3. Requisites not completed during the original eligibility period are completed prior to the extended expiration date indicated on the MFR.

5.10.5.4. Incorporate the information contained in the MFR onto the affected AF Form 8 under Examiner Remarks, paragraph D, Additional Comments, when action is complete, and remove the MFR from the FEF. Memos for record become a permanent part of the FEF only when the Major discrepancy identified in the MFR is not addressed or corrected by a later AF Form 8. Example: If an evaluation was extended based on an HHQ waiver, an MFR will remain in the FEF until the next evaluation is completed. That waiver reference is commented on in paragraph D, Additional Comments.

**5.11. Commander Directed Downgrade.** Any commander (unit or above) may direct a downgrade (Q-/U) in a non-critical specific area/sub-area without unqualifying an individual. Additionally, a commander may direct a downgrade that either removes a qualification or completely unqualifies an individual. Downgrades may be directed without administering an evaluation using the following guidance. **(T-2)**:

5.11.1. For positional-related cases, use for cause only (e.g., safety). Incidents do not have to be directly observed by an examiner, but may be recommended by an examiner from any MDS/crew position.

5.11.2. Do not use as a substitution for, or in lieu of, administrative or judicial actions (e.g. Letter of Counseling, Article 15, etc.) (**Note:** Consult with the supporting Staff Judge Advocate (SJA) office for legal advice in these cases). Use in cases where such incidences directly affect the commander's lack of confidence in the crewmember's ability to safely operate the equipment (e.g. lapse in judgment significant enough to cast doubt on the crewmember's decision-making abilities).

5.11.3. For downgrades that either remove qualifications or completely unqualify an individual, the affected crewmember will cease performing in the qualification(s) from which they have been downgraded effective with the date the commander initiated the downgrade. **(T-3).**

5.11.4. Commander-Directed Downgrades will be documented IAW **paragraphs 7.4 and 7.5**

**5.12. Alternate Means of Evaluation.** When a positional evaluation of a required area is not possible, the area may be evaluated verbally. Examiners will make every effort to evaluate all required areas on-position during a L/V/C event before resorting to this option. See the appropriate AFI 13-1 MDS Vol. 2, for areas prohibited from verbal/constructive evaluation (if applicable).

## Chapter 6

### WRITTEN EXAMINATION PROGRAM

**6.1. Purpose.** The written examination program measures crewmember knowledge of normal procedures, threats, and other information essential for the safe and effective operation of their assigned weapon system through the administration of written, computer-based, or electronic examinations. Poor testing performance on examinations indicates areas requiring increased training emphasis.

**6.2. Scope.** This chapter applies to ABMs (13BXX), C2BMOs (1C5/1C5D), and Canadian equivalent C2 operations personnel. Examinations in this chapter include requisite examinations for periodic evaluations and unit periodic examinations. Requisite examinations include the General Knowledge examination as described in **paragraph 6.4.1**. The ability to focus on specific knowledge areas is enhanced by the management of examination content and use of appropriate master question files.

6.2.1. For INIT evaluations, requisite examinations will be accomplished prior to the flight phase. For RQ and periodic evaluations, the written examinations may be administered before or after the flight phase.

#### **6.3. Administrative Procedures.**

6.3.1. ACC/A3CG will coordinate the development and maintenance and approve the CRC MQF.

6.3.2. 1AF/A3V will coordinate the development and maintenance of the MQF for CONUS BCCs and submit to ACC/A3CG for approval.

6.3.3. PACAF/A8XI will coordinate the development and maintenance and approve the PACAF MQF.

6.3.4. DRUs will develop and maintain their MQFs and submit through channels to ACC/A3CG for approval.

6.3.5. **Documentation.** Units will outline the unit examination process in the unit supplement. (T-2).

6.3.6. **Computer Based Examinations.** Use of the LMS, PEX, or other MAJCOM-approved program may fulfill the requirement for exams as outlined in this instruction.

6.3.7. **Retention of Examination Records.** When not using the LMS, PEX, or other MAJCOM-approved program for examinations, the Stan/Eval function will retain graded exam answer sheets/computer records for 1 year for trend analysis purposes.

6.3.8. When different positions are responsible for identical information, Stan/Eval may use the same examinations for these positions.

#### **6.4. Examination Sources.**

6.4.1. **General Knowledge Exam.** Questions will come from MQFs and will emphasize system knowledge and information necessary for safe operations and mission accomplishment.

6.4.1.1. **MDS-Specific MQFs.** MAJCOMs will ensure MDS-specific MQFs containing approved questions for General Knowledge testing are available for MAJCOM use and distribution to applicable crew duty positions.

6.4.1.1.1. **MQF.** The MQF is a set of questions applicable to crew duty positions and based on the weapons system/unit mission. The questions are derived from operational publications and MAJCOM training materials. This question file and sources will be accessible to all unit operations personnel.

6.4.1.1.1.1. Units may edit MQFs to accommodate local testing procedures, administrative errors and reflect recent changes to systems and/or operational procedures; however, subject matter may not be changed.

6.4.1.1.1.2. For MAJCOM MQFs, the unit Chief of Stan/Eval is authorized to make corrections, change spelling, or correct erroneous or invalid questions resulting from recent changes to systems and/or operational procedures. These corrections and any new questions resulting from revisions/changes to directives will be submitted in writing through Stan/Eval channels to the MAJCOM OPR within 10 days after implementation (T-2). The unit Chief of Stan/Eval will maintain a file copy of all recommendations until the next update is accomplished (T-3).

6.4.1.1.2. Units will forward recommended changes, through channels, of MQF questions to the appropriate MAJCOM OPR. (T-2).

6.4.1.2. **Local Procedures MQF (LPMQF).** Local Procedures MQFs will be used to supplement the MAJCOM-approved MQF. Units may include any information necessary for safe operation and mission accomplishment not included in the MAJCOM MQF. Local instructions, range procedures, unit supplements to AFI 13-1 MDS-Vol. 3, are examples of sources for the Local Procedures MQF. At least 15 percent of QUAL General Knowledge examination questions will come from the LPMQF. (T-3).

6.4.2. **Examination Question Review.** The MAJCOM, NAF, Group, and unit Stan/Eval function will review all MQFs, and generated exams (if used) annually and after any changes in source documents. Units will document their procedures for the exam reviews in their unit supplement. (T-2).

**6.5. Examination Management.** Units will either maintain requisite examinations for each crew position or generate a unique test for each crewmember requiring an exam. (T-2).

6.5.1. If requisite examinations are maintained for each crew position:

6.5.1.1. Unit Stan/Eval will maintain two General Knowledge tests on file for each duty position. (T-3).

6.5.1.2. Requisite examinations for each crew position will normally be generated and stored on the LMS, PEX, or other MAJCOM-approved system.

6.5.2. **QUAL Examination.** General Knowledge. The written test for a QUAL evaluation will be IAW AFI 13-1 MDS Vol. 2 and consist of 85 questions from the MAJCOM MQF and 15 questions from the LPMQF.

**6.5.3. QUAL/MSN Examination.** General Knowledge. Crew position written test for a combined QUAL/MSN evaluation will be IAW AFI 13-1 MDS Vol. 2. If the unit chooses to require a MSN requisite exam in addition to the QUAL requisite exam the unit will define the amount of questions and the source of the questions in the unit supplement. Document QUAL requisite examinations on a separate line from MSN requisite examinations on the AF Form 8. Do not combine QUAL requisite examinations and MSN requisite examinations.

6.5.4. Review all examinations for accuracy annually, as a minimum, and after any applicable publication changes. Units will report the review in the SEB minutes.

6.5.5. USAFAWC Weapons Director (WD) written examinations will consist of 50 questions from the MQF and 50 locally developed questions from the 57 WG MQF that address local procedures. No more than 25 of the 57 WG MQF questions will be fill-in-the-blank.

6.5.6. DRUs will define their QUAL exam criteria in their unit supplement. **(T-3).**

6.5.6.1. DRUs are responsible for developing and maintaining their specific MQFs.

6.5.6.2. DRUs are to develop and maintain a minimum of two requisite examinations for each crew position.

6.5.6.3. DRU MQFs will be coordinated through channels for MAJCOM approval.

**6.6. Examination Security.** Stan/Eval personnel will maintain positive control of all requisite exams, applicable answer sheets and associated computer based/electronic media. To prevent compromise when not in use, secure examinations, and answer keys in a locked container.

6.6.1. The overall classification of the MQF is determined by the highest classification of its contents.

6.6.2. Classify test questions extracted from the MQF according to their classification in the MQF. Mark tests appropriately and protect them IAW security directives. Whether they contain classified questions or not, handle the tests as controlled items.

**6.7. Grading.** The minimum passing grade for all Stan/Eval requisite examinations is 85 percent. Grade all examinations prior to the individual's next scheduled period for performing operations duties. All questions missed will be reviewed immediately following the exam.

**6.8. Failure to Pass a Requisite Exam.** An evaluation will not be complete until the examination is successfully accomplished. When an individual fails a written examination, Stan/Eval will notify the unit CC, DO and COT in writing. The notification will state that the individual may only perform positional duties when supervised by an instructor in that crew position and also requires retesting. The initial failure on a recurring periodic examination results in Non-Combat Mission Ready (NCMR)/Non-Basic Mission Capable (NBMC) status.

6.8.1. **Reexamination Policy.** Any crewmember failing a requisite examination at any time must be afforded an adequate study period (at least 24 hours) prior to reexamination. An alternate exam will be used. Failure of the reexamination will result in a downgrade to "UQ" status or retention in training status for INIT examination. The AF Form 8 will be used to document the second failure as a SPOT "Q3".

6.8.1.1. Conduct required training IAW AFI 13-1MDS Vol. 1 as applicable.

**6.8.2. Reexamination Period.** Crewmembers who fail a requisite examination must complete a successful reexamination within the 30 day (2 UTAs (for BCC units the UTA periods only apply to DSG)) additional training period following the date of the first failure, or the end of their eligibility period, whichever occurs first. The unit/CC may extend the time allowed to successfully complete the examination. This extension is documented IAW [Chapter 7](#).

**6.8.3. Supervised Status.** Crewmembers who fail a requisite examination must be supervised by an instructor until successful retesting is completed. **(T-3).**

6.8.3.1. For crewmembers who maintain multiple qualifications, supervised status resulting from failure of the examination applies only to the crew position for which the examination was administered.

**6.9. Unit Periodic Examinations.** (Optional) Each group/unit Stan/Eval function may conduct periodic testing of all crews. The intent of this testing is to evaluate additional knowledge beyond the scope of requisite exams, such as a cross-section of general knowledge, tactical/threat knowledge, and/or operational procedures, etc., to determine if knowledge deficiencies exist within the unit.

6.9.1. This exam may be open or closed book, but will not count as a requisite exam, nor will a requisite exam satisfy the requirement for a periodic exam.

6.9.2. If utilized, units will describe this program in the unit supplement to this instruction, to include procedures for failed exams. **(T-2).**



## Chapter 7

### DOCUMENTATION

**7.1. Scope.** Effective management of the qualification evaluation program requires accurate administrative documentation. The qualifications and authorizations for which a crewmember is to be evaluated are determined from unit historical qualification documentation. This chapter provides documentation guidance for members that require an evaluation to establish a qualification.

7.1.1. The results of evaluations are recorded on the AF Form 8. The chronological history of evaluations for a crewmember is recorded on an AF Form 942, *Record of Evaluation*. Only use last 4 of the individual's Social Security Account Number (SSAN). These forms are maintained in the FEF.

7.1.2. In all instances of documentation, use of electronic forms is authorized, to include use of Common Access Card (CAC)-enabled signatures and wholly electronic FEFs IAW MAJCOM supplement guidance. Computer-generated forms need not be in the exact format of AF Forms published on the Air Force e-Publishing website but must provide the same information.

7.1.2.1. PEX generated AF Form 8 and AF Form 942 is authorized. PEX formatting rules on the AF Form 8 are authorized with the following known differences not required to be documented as minor discrepancies. These discrepancies are to be reported to the PEX Help Desk for future updates to the program.

7.1.2.1.1. Additional/missing carriage returns.

7.1.2.1.2. PEX breaking out Discrepancies and Additional Training into "Ground" and "Flight."

7.1.2.1.3. PEX substitution of the word "Sortie" for "Event" under Mission Description (i.e. First Sortie, Second Sortie, etc.).

7.1.2.1.4. Reviewing Officer and Approving Officer remarks are added to CC Directed Downgrade.

7.1.2.1.5. PEX generates an AF Form 8 with the "RESTRICTIONS" box and the "CC DIRECTED DOWNGRADE" box checked at the same time.

7.1.2.1.6. PEX generates a CC-Directed AF Form 8 with the first line in Section IV as "RESTRICTION:"

7.1.2.1.7. PEX generates an AF Form 8 with two-digit day, three-letter month and two-digit year format (e.g. 09 Mar 15) as the date format.

### 7.2. Letter of X or Letter of Qualification.

7.2.1. The Letter of X or Qualification provides a snapshot of the qualifications and Examiner Certifications of crewmembers at the time of approval by the unit commander.

7.2.1.1. The unit commander may restrict a qualification and certification of a crewmember by not listing a qualification or certification listed in the crewmember's FEF.

7.2.2. The Letter of X or Qualification will be published IAW the unit supplement that will define at a minimum:

7.2.2.1. Unit OPR.

7.2.2.2. Frequency of publication.

7.2.2.3. Review/approval process.

7.2.3. The Letter of X or Qualification will include but not limited to the following information:

7.2.3.1. Name, rank, date of last evaluation(s), evaluation expiration date(s), instructor, evaluator, duty positions (primary, secondary, etc.), BMC/CMR status, and qualification and certification.

**7.3. Qualifications and Certifications.** Qualifications are attained through evaluations and documented on the AF Form 8. Certifications attained through methods other than evaluation (i.e. commander certifications) are documented IAW AFI 13-1 MDS Vol. 1.

**7.4. AF Form 8, *Certificate of Aircrew Qualification*.** The AF Form 8 is the source document used to record and verify the qualification of a crewmember and the following should be used as a guide to effectively complete the form.

7.4.1. The examinee's AF Form 8 is not considered accomplished until the following individuals have annotated appropriate remarks if required and provided signatures; Examiner(s), the Reviewing Officer, Final Approving Officer (**Exception:** For a Commander-Directed Downgrade AF Form 8, only the commander signs as the Final Approving Officer), and the examinee.

7.4.2. **General Data Entry.** See [Attachment 3](#) for sample AF Form 8s.

7.4.2.1. In all instances of data entry, if an electronic form is used, the format required by the electronic form will be used ([paragraph 7.1.2](#)).

7.4.2.1.1. For date fields use a two-digit day, three-letter month and two-digit year format (e.g. 09 Aug 15).

7.4.2.2. The "Eligibility Period" and "Expiration Date of Qualification" will use a three-letter month and two-digit year format (Aug 15). If the eligibility period spans over a calendar year then both years are indicated (e.g. Dec 14 – May 15, Jan – Jun 15).

7.4.2.3. To facilitate the entry of data on the form, except where specifically noted otherwise, use upper and lower case letters.

7.4.2.4. Requirements for font, indentation, and justification (right, left, or centered) of data are not specified. MAJCOM supplements may direct specific format standards as desired.

7.4.2.5. Units may use the standard format established by the PEX Stan/Eval module AF Form 8. Digitally signed (CAC-enabled signatures) AF Form 8s are authorized.

7.4.2.6. Units without access to the PEX Stan/Eval module AF Form 8 may use the e-Publishing AF Form 8 with CAC digital signature ability and route the AF Form 8 through encrypted emails for CAC digital signatures.

**7.4.3. Date Completed.**

7.4.3.1. Use the latest completion date of the evaluation requisites (ground or flight phase) or additional training if assigned.

7.4.3.2. Use this date on the AF Form 942.

**7.4.4. - Examinee Identification.**

7.4.4.1. Name, Rank (USAF standard abbreviated or non-abbreviated rank is acceptable) and last four of SSAN.

**7.4.4.2. Organization and Location.**

7.4.4.2.1. Enter unit designation and location where the examinee is assigned or attached (actual unit/office symbol will be annotated IAW [paragraph 7.4.6.4](#)). (Note: For unassigned personnel TDY to another unit for an evaluation the AF Form 8 Section I "Organization and Location" will be the unit/location where the evaluation occurred).

7.4.4.2.2. For FTU courses in which an evaluation is administered, the organization and location will reflect the FTU organization/location.

**7.4.4.3. Crew Position.**

7.4.4.3.1. Enter the MDS in which the evaluation was given by using MDS designators.

7.4.4.3.2. Enter the examinee's duty position for the evaluation in that particular MDS. For instructors the crew position will be prefaced with an "I". For examiners and the objectivity evaluations, the crew position will be prefaced with an "E". In cases where confusion may exist a hyphen may be inserted (i.e. an Electronic Protection Technician (EPT) objectivity would be an (E-EPT or an ICT Instructor would be I-ICT).

**7.4.4.4. Eligibility Period.**

7.4.4.4.1. Enter the 6-month period preceding the expiration date from the last similar periodic qualification evaluation (e.g., if the last MSN evaluation expires Sep 15, enter Apr-Sep 15).

7.4.4.4.2. Enter N/A (not applicable) for INIT, SPOT, RQ, and out-of-the-eligibility period evaluations.

7.4.4.4.3. For periodic evaluations where the evaluation expiration date of the previous evaluation is extended under the provisions of paragraph 5.10.3.2, enter the 6-month period preceding the original expiration date (Unit/CCs extend only the expiration date, not the eligibility period).

7.4.4.4.4. Dual entries are authorized for misaligned combined evaluations (e.g., if last QUAL evaluation expires Nov 14 and MSN evaluation expires Jan 15, enter "QUAL: Jun-Nov 14/MSN: Aug 14-Jan 15" for a QUAL/MSN evaluation).

**7.4.5. - Qualification.****7.4.5.1. Ground Phase.**

**7.4.5.1.1. Examination/Check.**

7.4.5.1.1.1. If requisites exceed available lines, make combined entries or document additional requisite completion in the Comments section.

7.4.5.1.2. **Date.** In the date column, enter the date that the requisite is successfully completed.

**7.4.5.1.3. Grade.**

7.4.5.1.3.1. Enter failed examination score with successfully completed score as follows: 84/98.

**7.4.5.2. Flight Phase.****7.4.5.2.1. Mission/Check.**

7.4.5.2.1.1. Use the following designations to describe the purpose of the evaluation(s): QUAL, MSN, INSTR, and SPOT. If combined, include the designation of each evaluation (e.g., QUAL/MSN, etc.).

7.4.5.2.1.2. Use the following prefixes, when applicable, to describe the type of evaluation: INIT, RQ, N/N and SIM. More than one prefix may be used to describe an evaluation as outlined in [paragraph 5.2.6.6](#)

7.4.5.2.1.2.1. The only annotations of INSTR used are INIT INSTR, RQ INSTR, and INSTR periodic evaluations as described in [paragraph 5.2.4](#).

7.4.5.2.1.2.2. When requalification deals with regaining a complete loss of instructor qualification, document it as RQ INSTR (not RQ SPOT).

7.4.5.2.1.3. Make a single line entry to document the event(s) used to complete the evaluation.

7.4.5.2.1.4. Make multiple single line entries for each event if two or more events are required and administered either by different examiners or on separate days.

7.4.5.2.1.5. Where a single mission consists of multiple events over one or more days with the same examiner, a single line entry may be used.

**7.4.5.2.2. Date.**

7.4.5.2.2.1. Enter the date the mission/event was completed.

7.4.5.2.2.2. For evaluations conducted on missions spanning more than one day, use a single line entry with the date the mission was completed. Document the details in the Mission Description portion of the Examiner's Remarks.

**7.4.5.3. Qualification Level.**

7.4.5.3.1. Annotate the examinee's overall qualification level IAW the definitions of paragraph 5.3.3.4 by placing a "1" (for Q-1) or "2" (for Q-2) in the qualified block or a "3" (for Q-3) in the unqualified block.

7.4.5.3.2. Combined evaluations (e.g., QUAL/MSN) require only one grade if all evaluations were awarded the same overall level.

7.4.5.3.2.1. If the overall level varies for each type of evaluation accomplished,

indicate the qualification level for each part separately (e.g., “MSN: 1” and “QUAL: 2” in the qualified block or “QUAL: 3” in the unqualified block).

#### 7.4.5.4. **Expiration Date of Qualification.**

7.4.5.4.1. For evaluations that establish a new eligibility period (i.e. QUAL and MSN), enter the month and year that is 17 months after the month of the latest flight phase completion date.

7.4.5.4.2. For evaluations that do not establish a new eligibility period enter “N/A.”

7.4.5.4.3. Combined evaluations (i.e. QUAL/MSN) require only one date if all parts of the evaluation were successfully completed within the same month and “N/A” if all parts were assigned an unqualified grade.

7.4.5.4.4. For a combined evaluation where one component is successfully completed and one component is assigned an unqualified grade, indicate by assigning a new expiration date for those portions completed successfully, and “N/A” for those portions awarded an unqualified grade (e.g., QUAL 1 and MSN 3, then enter “QUAL-Jul 15” under Qualified and “MSN-N/A” under Unqualified).

7.4.5.5. **Additional Training.** If additional training is not required, annotate each of the blocks described below with “N/A.”

##### 7.4.5.5.1. **Due Date(s).**

7.4.5.5.1.1. Enter a date not to exceed the month following the event requiring AT or the last day of the 2nd UTA following the event requiring AT.

##### 7.4.5.5.2. **Date Additional Training Completed.**

7.4.5.5.2.1. Enter the date(s) the examinee completed additional training.

7.4.5.5.3. **Certifying Official.** The instructor who completed the additional training (or final event if more than one instructor is used) will notify the COT, or NCOIC if COT is not available, who will then sign as the Certifying Official in Section II of the AF Form 8.

7.4.5.6. **Restrictions/Exceptionally Qualified/Commander-Directed Downgrade.** Place an “X” in the appropriate block when comments are annotated in Section IV. Do not annotate for restrictions resulting from failed requisite examinations.

#### 7.4.6. – **Certification Signatures.**

##### 7.4.6.1. **Examiner.**

7.4.6.1.1. The examiner signing Section III of the AF Form 8:

7.4.6.1.1.1. Is responsible for the content of the AF Form 8 and will not sign Section III until verifying all required items (IAW this AFI and AFI 13-1 MDS Vol. 2) are documented. If additional training is prescribed, the final examiner will not sign the AF Form 8 before the certifying official has signed off that additional training being completed.

7.4.6.1.1.2. Will always place an “X” in the remarks block and make comments in the comments block.

7.4.6.1.1.3. Will be the first dated signature on Section III of the AF Form 8.

7.4.6.1.2. If two or more mission(s)/event(s) are required to complete an evaluation, only the examiner completing the evaluation will sign Section III of the AF Form 8. Any other examiner(s) will enter remarks in the Mission Description block describing those parts of the evaluation they evaluated and sign a signature block under their remarks (examples in [Attachment 3](#)) (**Note:** If the software does not allow for multiple electronic signatures, additional examiners must sign in ink. The AF Form 8 will be scanned and filed in the electronic FEF).

7.4.6.1.3. Signature block will consist of name, rank, unit, and examiner's office symbol. Original signatures are not required. Electronic signatures are authorized. Faxed or electronically scanned documents are acceptable.

7.4.6.1.4. NAF examiners and unit Chief of Stan/Eval are not authorized to change or direct a change of rating (area or overall) on an AF Form 8 completed by a unit examiner unless a valid administrative error was made.

#### **7.4.6.2. Reviewing and Final Approving Officers.**

7.4.6.2.1. The Reviewing and Final Approving Officers (those officers holding these positions, or acting in their stead during the period of the signature process -- not necessarily the date of the evaluation) will review the content of the AF Form 8 and the examiner's overall assessment, ensure all required additional training is adequate to correct the noted deficiencies and is complete, and will place an "X" in the "Concur" block. Digital signatures are authorized. Original signature is not required. Faxed or scanned documents are acceptable.

7.4.6.2.1.1. If either or both officers do not agree with any portion of the AF Form 8, the overall grade will not be changed, but the dissenting officer will place an "X" in the "Do Not Concur" block on his/her line of the AF Form 8. The examiner's remarks will not be modified without the concurrence of the examiner who entered the original comments.

7.4.6.2.1.2. If "Do Not Concur" is marked, the non-concurring officer(s) will provide justification (e.g. reason for non-concurrence, suggested modifications to additional training as recommended by the examiner, etc.) IAW [paragraph 7.4.7.4](#) and/or [paragraph 7.4.7.5](#)

7.4.6.2.2. The Reviewing Officer will sign and date the AF Form 8 after the examiner, but prior to the Final Approval Officer.

7.4.6.2.3. The Final Approval Officer will sign and date the AF Form 8 after the Reviewing Officer but prior to the examinee. As applicable, the Final Approving Officer may recommend or give a commander-directed downgrade IAW [paragraph 5.11](#) if further action is warranted.

7.4.6.2.4. [Table 7 1](#) specifies the reviewing and final approving officers for evaluations other than the DRUs. DRUs will define the reviewing and approving officers in their unit supplement. The same individual will not sign as both the Reviewing and Final Approving Officer in Section III of the AF Form 8. Signature

block will consist of name, rank, unit and examiner's office symbol as depicted on the AF Form 8 examples in [Attachment 3](#).

**Table 7.1. AF Form 8 Reviewing/Approving Officials.**

| TYPE UNIT                  | TYPE CREW MEMBER                | REVIEWING OFFICER <sup>1</sup>                               | APPROVING OFFICER <sup>1</sup>                      |
|----------------------------|---------------------------------|--|---|
| All active component units | Assigned <sup>2</sup>           | DO or equivalent of the unit to which individual is assigned | Unit CC of the unit to which individual is assigned |
|                            | Unassigned <sup>5</sup>         | DO of unit where the evaluation occurred                     | Unit CC where the evaluation occurred               |
|                            | Attached                        | DO of unit to which individual is attached                   | Commander of unit to which individual is attached   |
|                            | Unit/detachment DO              | Unit/detachment CC   | Group/CC  |
|                            | Unit/detachment CC <sup>4</sup> | Group/CD   | Group/CC  |
| MAJCOM/NAF Intermediate HQ | Qualified personnel             | HQ supervisory channels                                      | HQ supervisory channels                             |
| ANG units <sup>3,4</sup>   | Assigned                        | Unit DO  | Unit CC   |
|                            | Unassigned <sup>5</sup>         | DO of unit where the evaluation occurred                     | Unit CC where the evaluation occurred               |
|                            | Unit DO                         | Unit CC  | Unit CC supervisor                                  |
|                            | Unit CC                         | Unit DO  | Supervisory Channel                                 |

**Notes:**

1. Levels shown are minimum required.
2. For assigned crewmembers, the reviewing officer and approving officer will normally be the organization's DO and commander, respectively. A review of the form by the immediate supervisor prior to the reviewing officer should be accomplished.
3. If unit CC is the examiner, Reviewing Officer should be Group/CD or Air Operations Center (AOC)/CD and Final Approving Officer should be Group/CC or AOC/CC.
4. If the unit CC evaluates the unit DO (or vice versa) the reviewing officer will be the unit Chief of Stan Eval with the Group/CC (if oversight is provided) or Chief of Stan Eval with the NAF as the approving officer.
5. AF Form 8 Section I "Organization and Location" will be the unit/location where the evaluation occurred.

**7.4.6.3. Organization Block Format.** The format and content of data for the Organization block for the examiner, reviewing officer, and final approving officer will be as follows:

**7.4.6.3.1. Examiner.** Annotate unit/organization and office symbol of the examiner that administered the evaluation (e.g., 729 ACS/CCV, 1AF/A3V, 552 ACG/CCV).

7.4.6.3.2. **Reviewing and Final Approving Officer.** Annotate unit/organization and office symbol as directed by paragraph 7.4.4.2 (e.g. 606 ACS/DO, 552 ACG/CC).

7.4.6.4. **Examinee.** The examinee will sign and date after the Final Approving Officer's signature in Section III of the AF Form 8 certifying that the examinee has been debriefed and understands the action(s) being taken. The examinee will be the last dated signature on the AF Form 8. Annotate unit/organization and office symbol in the Typed Name and Grade block (e.g. 224ADS/CCV, 12AF/OV, 552 ACG/CCV, etc.).

7.4.7. – **Comments.** Use the headings and format as depicted in the AF Form 8 examples in [Attachment 3](#). Use the space provided on the reverse side of the form, formatted head-to-foot.

7.4.7.1. **Restrictions (if required).**

7.4.7.1.1. Specific restrictions and the criteria for the removal of the restrictions will be documented as the first item of Section IV.

7.4.7.1.2. Document each restriction by annotating the specific restriction, level of supervision required, and criteria for removal of the restriction.

7.4.7.1.3. Restrictions associated with failed requisite examinations will not be documented on the AF Form 8.

7.4.7.2. **Exceptionally Qualified Designation (when used).** Enter designation in all capital letters. Document justification (e.g. areas of excellence) before Examiner's Remarks. Do not use Officer Performance Report (OPR)/Enlisted Performance Report (EPR) style statements (e.g. stratification). See examples in [Attachment 3](#).

7.4.7.3. **Examiner Remarks.**

7.4.7.3.1. **General.** For evaluations requiring two or more missions/events, the mission description and each required subsequent paragraph/subparagraph will be annotated with First Mission/Event, Second Mission/Event, etc., as applicable.

7.4.7.3.1.1. First Mission/Event, Second Mission/Event, etc. entries on subsequent paragraphs/ subparagraphs will be annotated only if there are discrepancies or recommended additional training - otherwise annotate with "None" or omit as required.

7.4.7.3.2. **Mission Description.** Mission descriptions will be of sufficient detail to verify that the significant required areas for the evaluation were accomplished. Comments addressing specific areas in which instructional ability were demonstrated are mandatory for all evaluations of instructors (if the instructor taught throughout the entire mission and there were numerous areas in which instructional ability was demonstrated, one general comment will suffice).

7.4.7.3.3. **Discrepancies.** Document discrepancies by annotating the grading area number, grading area title, grade awarded (Q-/U), annotation if discrepancy was debriefed and synopsis of discrepancy. Examiners must provide a detailed explanation of noted discrepancies to ensure examinee understanding.



**Example: Area 11 – Aerial Refueling Missions “Q-” (Debriefed).** Examinee had difficulty obtaining and disseminating post-refueling offload information. Several techniques were provided to aid the examinee in future sorties.

**7.4.7.3.4. Recommended Additional Training.** Training to improve performance for discrepancies identified, other than those that were “Debriefed”. Record the position/area in which the additional training is required. If there is no recommendation, type “None”.

7.4.7.3.4.1. Descriptions of assigned additional training will include how satisfactory knowledge or proficiency will be demonstrated to an examiner or an instructor.

7.4.7.3.4.2. If additional training items will not fit on the AF Form 8, at a minimum, annotate the proficiency that will be required by the examinee prior to the requalification.

**7.4.7.3.5. Additional Comments.** Comments are restricted to significant information dealing with the evaluation not documented elsewhere. OPR/EPR-type comments or comments comparing the examinee to other individuals are prohibited.

7.4.7.3.5.1. Document any commendable items ([paragraph 5.3.2.5](#)) under Additional Comments using the following format: “Commendable” followed by grading area number, grading area title (followed by any subarea title in parenthesis), and examiner’s description of commendable circumstances.

7.4.7.3.5.2. If an alternate evaluation method is used to satisfy a part of the flight phase requirements (unless always accomplished verbally, on the ground, or in the virtual/constructive environment according to the AFI 13-1MDS Vol. 2 grading criteria), enter area number, area title, reason not accomplished in the normal method, alternate evaluation method used and date.

7.4.7.3.5.3. If an individual received an overall “Q-3”, in this paragraph indicate whether the entire evaluation must be re-accomplished, or just specific grading areas/subareas.

7.4.7.3.5.4. For failures of a INIT, if the examiner of a flight phase follow-on INIT is different than the initial examiner, the follow-on INIT examiner will review the remedial/AT training release documentation from the COT, then sign and date the appropriate statement under this paragraph.

7.4.7.3.5.5. IAW [paragraph 5.2.5.1.1](#), if a SPOT evaluation is used to update a periodic evaluation and/or the Unit/CC authorizes additional events after the SPOT to accomplish a periodic evaluation, document the circumstances in this section.

7.4.7.3.5.6. Document individual or group authorizations/extensions and waivers applicable to the evaluation.

7.4.7.3.5.7. Incorporate the information contained in any applicable MFRs (e.g. extension, waiver). MFRs become a permanent part of the FEF only when the Major discrepancy identified in the MFR is *not* addressed or corrected by a later AF Form 8.

7.4.7.4. **Reviewing Officer Remarks.** If used, Reviewing Officers will annotate their remarks following the Examiner's Remarks in the space provided. If no remarks, annotate with "None."

7.4.7.5. **Final Approving Officer Remarks.** If used, Final Approving Officers will annotate their remarks following the Reviewing Officer Remarks in the space provided. If no remarks, annotate with "None."

7.4.7.6. **Additional Reviews.** Additional reviews are at a unit's discretion and will be defined in the unit's supplement.

#### 7.4.8. **Temporary Evaluation Certificate.**

7.4.8.1. File a temporary evaluation certificate in the crewmember's FEF after an evaluation is administered (partially/completely) as a temporary record of the flight phase results.

7.4.8.2. The temporary evaluation certificate will include examinee, examiner, type evaluation, qualification level, requisite results, and date completed. List any discrepancies by area/subarea, any restrictions, any additional training and any additional training due dates.

7.4.8.3. The examiner completing the evaluation will sign and date the temporary evaluation certificate regardless of whether assigned additional training has been completed.

7.4.8.4. Remove the temporary evaluation certificate when the permanent AF Form 8 is filed in the FEF.

7.4.8.5. File the completed AF Form 8 (all reviews/approvals accomplished) in the FEF not later than the end of the third month following the date completed on the AF Form 8.

7.4.8.6. Procedures and examples concerning the temporary evaluation certificate are to be outlined in the unit supplement.

7.4.8.6.1. ACC Form 180, *Temporary Flight Evaluation Certificate*, or suitable alternate may be used as the temporary evaluation certificate.

### 7.5. **Commander-Directed Downgrade AF Form 8 (See also [paragraph 5 11](#)). Except as described below, the AF Form 8 for a Commander-Directed downgrade will be IAW [paragraph 7.4](#)**

7.5.1. **Date Completed.** The effective date of the downgrade. This is the date the commander initiated the downgrade action. The crewmember will cease acting in the qualification(s) in which they have been downgraded. The date does not have to match the final approval officer signature date. It may be prior to or the same as the date of the final approval officer signature date, but will not be after the commander's signature date.

#### 7.5.2. – **Examinee Identification.**

7.5.2.1. **Organization and Location.** Complete Name, Rank, organization and location blocks IAW [paragraph 7.4.4](#)

7.5.2.2. **Crew Position.** Enter the crewmember's downgraded MDS/crew position. If the commander removes the instructor qualification with no intention of reinstating it,

only annotate the crew position (MDS/WD). If the commander intends on reinstating the instructor qualification at a later date then retain the “I” prefix (MDS/IWD).

**7.5.2.3. Eligibility Period.** Enter “N/A” for the block.

**7.5.3. – Qualification.**

**7.5.3.1. Flight Phase.** In the Mission/Check block enter the type evaluation commensurate with the downgrade being given (e.g. if the commander is downgrading an area/subarea related to the tactical mission of the weapon system, then enter MSN) with the date of the situation that caused the downgrade.

**7.5.3.2. Qualification Level.**

7.5.3.2.1. If the commander does not intend to reduce the qualification(s) of the individual and is issuing a downgrade in a non-critical area/subarea (i.e. a Q- in one or more non-critical areas/subareas), then enter “2”.

7.5.3.2.2. If the commander intends either to remove a qualification (e.g. instructor), or reduce the individual to a completely unqualified status, then enter “3”.

7.5.3.2.2.1. Normally, requalification evaluations following a commander directed downgrade are documented on a separate AF Form 8.

**7.5.3.3. Expiration Date of Qualification.** Enter “N/A.”

**7.5.3.4. Restriction(s) and Additional Training Due Date.**

7.5.3.4.1. If a “2” is entered in the Qualification Level IAW guidance above, restrictions and additional training are not required.

7.5.3.4.1.1. Leave the box for Restriction(s) unmarked and enter “N/A” for Due Dates and “N/A” for Date Additional Training Completed.

7.5.3.4.1.2. If desired, the commander may still recommend restrictions and/or additional training. If used, document IAW the next paragraph.

7.5.3.4.2. If a “3” is entered in the Qualification Level, restrictions are required. Additional training may not be required if the commander does not intend to restore the qualification.

7.5.3.4.2.1. Place an “X” in the box for Restriction(s) and enter a Due Date, which is 30 days (2 UTAs (For BCC units the UTA periods only apply to DSG), from the effective date (i.e. the date entered into “Date Completed” at the top of the AF Form 8).

7.5.3.4.2.2. Enter the Date Additional Training Completed when required training is complete (Note: Additional Training Complete will not be used as the date completed for commander directed downgrade on the AF Form 8).

7.5.3.4.2.3. The instructor completing the additional training (or last training event if more than one) will notify the COT, or NCOIC if COT is not available, that additional training is complete.

**7.5.3.5. Commander-Directed Downgrade Block.** Place an “X” in the box.

**7.5.4. – Certification Signatures**

7.5.4.1. Only the commander directing the downgrade and the individual concerned will sign the AF Form 8. Additional reviews (annotated under Section IV) are at the MAJCOM discretion.

7.5.4.2. **Final Approving Officer.** The commander directing the downgrade will sign and place an “X” in the remarks block.

7.5.4.3. **Examinee.** The crewmember will sign acknowledging the action being taken by the commander.

**7.5.5. – Comments**

7.5.5.1. At the top of the page enter, “RESTRICTIONS: COMMANDER-DIRECTED DOWNGRADE.”

7.5.5.2. Paragraph A, Narrative: Describe the reason for the commander-directed downgrade. Include “for cause” in the reasoning statement for all positional-related cases.

7.5.5.3. Paragraph B, Discrepancies

7.5.5.3.1. Positional-related cases: IAW [paragraph 7.4.7.3.3](#)

7.5.5.4. Paragraph C, Recommended Additional Training

7.5.5.4.1. Positional-related cases IAW [paragraph 7.4.7.3.4](#) (not required): As desired or “None”.

7.5.5.4.2. Positional-related cases IAW [paragraph 7.4.7.3.4](#) (required): Enter corrective action or training required prior to requalification.

7.5.5.5. Paragraph D, Additional Comments: As desired or “None”.

7.5.5.5.1. Additional Reviews: As directed by MAJCOM and/or unit supplement or “None”.

**7.6. AF Form 942, *Record of Evaluation*.** The AF Form 942 is an index providing pertinent information extracted from all the AF Form 8s accomplished by the crewmember.

7.6.1. **Data Entry.** The sample AF Form 942 is provided to demonstrate the content and format of the data presented ([Attachment 4](#)).

7.6.1.1. Except where specifically noted otherwise (i.e. annotate the type evaluation, “INSTR”), use upper and lower case letters.

7.6.1.2. Requirements for letter font, indentation, and justification (right, left, or centered) of data are not specified. MAJCOM supplements may direct specific format standards as desired.

7.6.1.3. A one-line entry is used for all evaluations with the exception of those on which the qualification levels awarded portions of a combined evaluation are not all the same.

7.6.1.4. For combined evaluations in which different qualification levels are awarded for any of the portions, a single line entry will be made for each different qualification level awarded indicating which portions of the combined evaluation received that qualification level.

7.6.1.5. Use each AF Form 942 until it is filled.

7.6.2. **Type MDS/Crew Position.** Enter type MDS used and crew position during the evaluation as it appears in the MDS/Crew Position area under Examinee Identification of the subject AF Form 8.

7.6.3. **Type of Evaluation.** Enter type of evaluation (or applicable portions of a combined evaluation in which different qualification levels were awarded to different portions see paragraph 7.4.5.3.2.1) as it appears in the Mission/Check area under Flight Phase of the subject AF Form 8. If the evaluation did not include a flight phase, enter type of evaluation as it appears in the Examination/Check area under Ground Phase of the subject AF Form 8.

7.6.4. **Date Completed.** Enter date from the Date Completed block of the subject AF Form 8 (i.e., the latest completion date of the evaluation academic, SIM and flight phase requisites or additional training).

7.6.5. **Qualification Level.** Enter the appropriate qualification level as it appears on the subject AF Form 8 (1, 2, or 3).

7.6.6. **MAJCOM Change.** A one-line, undated entry containing MAJCOM title will be made for each change in the individual's MAJCOM based on a PCS/PCA. Do not annotate a change of MAJCOM if the individual is receiving an evaluation from an evaluator in a different MAJCOM unless the individual is enrolled in a formal training program.

7.6.7. **Computer Generated AF Form 942.** Computer generated AF Form 942s may be used as long as cumulative entries are retained. Electronic copies of the AF Form 942 will be forwarded with the FEF when the individual moves to a new unit. Computer-generated forms need not be in the exact format of AF Forms published on the Air Force e-Publishing website but must provide the same information. If electronic backups are normally maintained on removable storage media (e.g., DVD-ROM/CD-ROM or external hard drive) or are specifically prepared to facilitate transfer of a FEF, file the storage media in Section I of the FEF.

**7.7. Flight Evaluation Folders.** The FEF contains the source documents that constitute the history of C2 operations qualification for each crewmember. The AF Form 8 is the source document used to record and certify the qualification of a crewmember. A complete history of AF Form 8s in an FEF is maintained on accompanying AF Form 942s.

7.7.1. **Maintenance.** Each crewmember who maintains a qualification in an operations crew position must have a FEF, which includes all AF Form 8s, AF Form 942s, and any additional MAJCOM and/or unit specified items. Do not remove historical AF Form 8s for examinees transferring in from another unit/MDS.

7.7.1.1. The FEF must be maintained by a Stan/Eval functional office normally in the organization to which the individual is assigned or attached for C2 operations duties.

7.7.1.2. HHQ personnel who maintain a C2 operations crew qualification may have their FEFs maintained by the Stan/Eval function of the unit to which they are attached or at their home station.

7.7.1.3. Individuals assigned or attached to other than USAF units may use the format of the service of the unit of attachment to document their history of qualification/certification.

### 7.7.2. Electronic FEFs.

7.7.2.1. Units may convert and maintain FEFs in electronic format using MAJCOM approved software but must establish a viable backup system. Upon conversion, the original FEF and copies of subsequent AF Form 8s should be provided to the individual. The original FEF will be marked on the outside of the folder, indicating date of conversion and for reference only. Units will keep the legacy portion of the FEF in hard copy and put a cover sheet on top of the AF Form 8 section indicating that all subsequent FEF action is maintained electronically. Units will produce a hard copy FEF prior to a PCS or temporary assignment where the individual's gaining unit does not possess the capability to manage forms electronically.

7.7.2.2. For electronic FEFs, any hard copy historical information (once incorporated into the electronic FEF system) will be archived with the Stan/Eval function that maintains the FEF. Archive method will be at unit discretion.

7.7.2.3. Scanned versions of historical documents will be saved IAW AFI 33-364, *Records Disposition—Procedures and Responsibilities*.

7.7.2.4. Electronic FEF systems must be able to produce hard copies of FEF products, when needed, consistent with the guidance in this AFI. Additionally, the electronic FEF must be transportable.

### 7.7.3. **Contents.** Divide the FEF into two sections:

7.7.3.1. **(left side).** This section contains AF Form 942s; MAJCOM required items and those items authorized by the unit supplement to this instruction (e.g., logs of initial and annual reviews). Section I may contain two sub-sections.

7.7.3.1.1. AF Form 942s will be placed on top in chronological order with the most recent on top. Place qualifications, authorizations, and/or cross-references to such documents.

7.7.3.1.2. Any additional information as directed by MAJCOM and/or unit supplement will be placed under the AF Form 942.

7.7.3.1.3. If used, file backup electronic storage media in Section I of the FEF.

7.7.3.1.4. If the FEF is not maintained at the same base with the individual's training record, a copy of the most recent DD Form 2992, may be filed in this section behind any MAJCOM and/or unit directed items.

7.7.3.2. **(right side).** This section contains AF Form 8s and any related MFRs for all evaluations listed on the AF Form 942 in Section I. For individuals who maintain qualifications in more than one crew position in the same MDS, tabs will be used to identify primary, secondary, tertiary, etc. crew positions.

7.7.3.2.1. File AF Form 8s in chronological order with the most recent on top. Individuals who maintain qualification in two or more crew positions in the same MDS will file AF Form 8s in chronological order within the applicable tab.

7.7.3.2.1.1. If a qualification is dropped, CCV will move the affected AF Form 8s into the "Other Crew Positions" tab (filing each AF Form 8 in chronological order).

7.7.3.2.1.1.1. Use of tabs within section II is optional for units using PEX.

**7.7.3.2.2. MFRs.**

7.7.3.2.2.1. MFRs documenting waivers, extensions, and/or unusual circumstances to potentially be included in an AF Form 8 are filed on top of the affected AF Form 8.

7.7.3.2.2.1.1. Incorporate the information contained in the MFR onto the affected AF Form 8 under Examiner Remarks paragraph D, Additional Comments, when action is complete.

7.7.3.2.2.1.2. Once MFR information is incorporated onto the AF Form 8, remove the MFR from the FEF.

**7.7.3.2.2.2. Expiration Date Extensions (paragraph 5.10.3.2).**

7.7.3.2.2.2.1. On the expiration date extension MFR specify extension authority, the new expiration date, and a brief description of the extension.

7.7.3.2.2.2.2. MFRs will be dated prior to the expiration date of any affected periodic evaluation.

7.7.3.2.2.3. **Permanent MFRs.** MFRs become a permanent part of the FEF only when a Major discrepancy addressed by the MFR is *not* addressed or corrected by a later AF Form 8 (paragraph 7.7.6.1) or an unusual circumstance cannot be documented any other way.

**7.7.4. Hard Copy Folders.**

7.7.4.1. Folders must be letter size, able to separate contents into two sections and constructed of heavy stock (recommend pressboard folder or equivalent).

7.7.4.2. Standard 2 3/4-inch metal fasteners may be used.

7.7.4.3. Affix a label bearing the individual's name and last four of their SSAN to the inside back cover so that the folder may be identified when filed. Include additional information on the label if required by MAJCOM and/or unit supplement.

7.7.4.4. Folders must bear a "For Official Use Only" label/stamp on both sides of the FEF.

**7.7.5. Review of FEF.** Document the procedures on how to accomplish an initial review, posting review, and periodic review of FEFs in the unit supplement.

7.7.5.1. **Initial Review.** The unit will review the FEF of all newly assigned crewmembers to verify their qualification(s) prior to their first mission.

7.7.5.1.1. The reviewing organization is responsible for establishing the qualification of the crewmember as determined from the latest applicable documentation in Sections I and II of the FEF.

7.7.5.1.2. Following the initial review, the unit maintaining the FEF is responsible only for documentation subsequently placed in the FEF.

7.7.5.1.3. If the FEF of HHQ personnel on active C2 operations crew status is maintained by the Stan/Eval function at their assigned/attached unit, that Stan/Eval function will also review the FEF prior to their first mission.

7.7.5.1.4. Initial Reviews will be documented on the AF Form 942. Type “Initial Review” in the Type of Evaluation Block and add the applicable date the review was accomplished in chronological order.

7.7.5.2. **Posting Review.** The Stan/Eval function will review each AF Form 8 when they are placed in the FEF to ensure accuracy and completeness.

7.7.5.2.1. This review will confirm that the eligibility period and qualification as documented are correct, all required evaluation events and requisites were accomplished within the eligibility period, and that all signatures and initials are obtained within the allotted time.

7.7.5.2.2. Document the posting review on the AF Form 942 IAW unit and/or MAJCOM supplement.

7.7.5.3. Periodic Review.

7.7.5.3.1. The Stan/Eval function will review all unit FEFs to confirm expiration dates used to track required qualification evaluations are the same as those listed in the FEFs. Periodic review of FEFs for personnel in inactive status is not required.

7.7.5.3.2. The interval between reviews will not exceed the qualification period window.

7.7.5.3.3. Document the periodic review on AF Form 942 IAW unit and/or MAJCOM supplement. Type “Review” in Type of Evaluation block followed by date the review was accomplished in the date block.

7.7.6. **FEF Discrepancies.** FEF discrepancies include those of the AF Form 8 and AF Form 942 and any MAJCOM-directed documentation.

7.7.6.1. **Major Discrepancies.** Discrepancies that alter the qualification of the affected crewmember.

7.7.6.1.1. Major discrepancies are documented on a permanent MFR filed in Section II immediately above the affected AF Form 8 or in chronological order for items other than those found on AF Form 8s. Major discrepancy MFR’s will be signed by the unit CC. Once a later AF Form 8 corrects the major discrepancy, the MFR will be removed from the FEF IAW [paragraph 7.4.7.3.5.7](#)

7.7.6.1.2. MFRs documenting similar major discrepancies found on multiple AF Form 8s will be filed on top of the latest affected AF Form 8.

7.7.6.2. **Minor Discrepancies.** Discrepancies that do not alter the qualification of the affected crewmember (e.g. typos, formatting, and misspellings).

7.7.6.2.1. Minor discrepancies are documented on a non-permanent record as defined by the MAJCOM or unit supplement to this instruction and need not reside in the FEF.

7.7.6.3. **Corrections.**



- 7.7.6.3.1. **AF Form 8.** As a source document, the AF Form 8 may be corrected by use of pen and ink alteration of the original document provided the examiner signing Section III of the form initials the correction. If the original examiner is not available then document the discrepancy IAW paragraphs 7.7.6.1 or 7.7.6.2
- 7.7.6.3.2. **AF Form 942.** AF Form 942s, not being source documents, may be altered without restriction to reflect the assignment of the affected crewmember and the contents of the FEF.
- 7.7.6.3.3. **Electronic Corrections.** If the system used to store the record does not allow corrections to be made and then document the discrepancy IAW paragraph 7.7.6.1 and/or paragraph 7.7.6.2
- 7.7.7. **Transfer of FEF.** When custody of the FEF is transferred to a new unit or base:
- 7.7.7.1. **Retention of Records.** Retain all records in the FEF until reviewed by the gaining unit. After review, return to the individual those forms not retained in the FEF.
- 7.7.7.2. **Formal Training Graduates.** For Formal Training School graduates reporting directly to an overseas command for a short tour, retain formal training school records for transfer to the subsequent gaining unit.
- 7.7.7.3. **PCS of Individual.** Crewmembers will normally hand-carry their FEF to the gaining organization.
- 7.7.7.3.1. When circumstances prevent this, the losing organization will mail the folder to the gaining unit via registered mail.
- 7.7.7.3.2. Mail any records not included in the FEF at time of transfer to the gaining organization with clear identification of the individual concerned.
- 7.7.7.3.3. When mailing an FEF or any of its contents, retain a copy (hard or soft copy is acceptable) until the gaining organization has received the original FEF.
- 7.7.7.3.4. If any FEF information is maintained electronically, a suitable storage media containing that information will be included with the original FEF.
- 7.7.8. **Disposition of FEF.**
- 7.7.8.1. Dispose of the FEF according to the Air Force Records Disposition Schedule and Air Force guidance concerning the protection of Personally Identifiable Information.
- 7.7.8.2. Outdated certification letters, medical recommendations, and miscellaneous documentation identified during reviews will be returned to the crewmember for disposal.
- 7.7.8.3. If the FEF includes AF Form 8s belonging to aircrew members and cannot be returned to that member before they PCS or retire, the FEF will be turned into Base Flight Records for disposition.

## Chapter 8

### ADDITIONAL PROGRAMS (OPERATIONS INFORMATION FILE (OIF), SPECIAL INTEREST ITEMS (SII), GO/NO-GO, SUPPLEMENTARY EVALUATIONS)

#### 8.1. Operations Information File (OIF).

8.1.1. Units will establish and maintain a library (electronic or hard copy) consisting of a current read file and publications (T-2). This library consists of six volumes listed in Table 8.1. MAJCOMs may supplement Tables 8.1 and 8.2 with additional documents within each volume. In addition, units may supplement **Tables 8.1 and 8.2** to meet unit requirements.

**Table 8.1. Volumes.**

| VOLUME               | TITLE   |
|----------------------|---|
| VOLUME I             | Table of Contents/Current Read File                       |
| VOLUME II            | Publications-Air Force Directives/MAJCOM/Unit Supplements |
| VOLUME III           | Publications-MAJCOM/NAF/Local Directives                  |
| VOLUME IV            | Manuals/Checklists/Crew Aids/Technical Orders             |
| VOLUME V (Optional)  | Flight Safety Information                                 |
| VOLUME VI (Optional) | Classified Publications                                   |

8.1.2. **Mission Operations Read File (MORF)** items may be issued to alert crewmembers to publications changes for AFIs that affect operations, but actual publication changes are accomplished IAW established procedural guidance, to include AFI 33-360 (as applicable).

8.1.2.1. MAJCOMs will advise user commands when releasing a MORF item that affects the weapon system. MORF items that affect the weapon system will include designated MAJCOM applicability.

8.1.2.2. The CRC OIF is provided and maintained electronically by ACC/A3CG on its Portal Page (<https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC1344710FB5E044080020E329A9>). CRCs are to use this version as the core of their OIF.

8.1.3. **Required Volumes.** Volume I is the table of contents for all volumes and read file items, Volumes II through IV consist of publications and flight manuals. Volume V is optional and is reserved for flight safety information and Volume VI is optional and is reserved for classified publications. If units choose hardcopy format and the contents of any volume exceed the capacity of its binder, use an additional binder, and identify the first and subsequent binders by a letter of sequence (e.g., IIIA, IIIB). Label binders on the spine indicating Volume and Title as listed in Table 8.1.

8.1.3.1. Units utilizing electronic media will ensure a backup copy of OIF Volume I (paper or electronic) is maintained (T-3).

8.1.3.2. Wing/Group agencies desiring to insert information into the OIF will submit the information to the parent Group (1AF/A3V for CONUS BCC) for coordination and

distribution (Volumes V and VI excluded). Items entered into Volume I will be limited to those items that contain information temporary in nature. Subject matter may be condensed for incorporation into Volume I if necessary. Above the Wing/Group level, the MAJCOM Stan/Eval function is the focal point for OIF information.

**8.1.4. Current Read File.** Volume I consist of a minimum of two parts to include an Index (Part A) and Current Read File items (Parts B and C (Note: Part C is optional)). BCCs and DRUs are to identify their specific OIF Vol. I contents/format structure within their unit supplement. BCCs and DRUs will also provide any specialized posting procedure unique to their units within their unit supplement. MAJCOMs may add additional components to Volume I as appropriate.

8.1.4.1. Part A is a table of contents listing all material contained in OIF Volumes I through VI.

8.1.4.2. Part B is the Current Read File that contains information temporary in nature, directly pertinent to the safe conduct of the mission, and must be read before operations. Items will be filed chronologically with the most recent on top. Classified entries will be cross-referenced to the appropriate location.

8.1.4.2.1. MAJCOM directed Read File items for Part B will be approved by the applicable MAJCOM OPR and coordinated with NGB/A3Y for ANG units. Read File items will contain, as a minimum, an approved date, control number, subject, Originator and Originator Title, expiration date, if applicable (Note: The subject should match the MAJCOM OIF item subject, when applicable).

8.1.4.3. Part C (optional) is the Current Read File that contains information temporary in nature but not related to the safe conduct of flight and not required to be read before operations. Items will be filed chronologically with the most recent on top. Classified entries will be cross-referenced to the appropriate location.

8.1.4.4. **Attachment 5** provides a sample memorandum format for use when issuing a Read File item from a MAJCOM/NAF stan/eval organization.

**8.1.5. Publications Library.** Volumes II through IV consist of the OIF Functional Publications Library according to MAJCOM directives. BCCs and DRUs are to identify their specific OIF contents within their supplement. (See AFI 33-360 for basic library requirements).

8.1.5.1. All publications in the library will be current and complete.

8.1.5.2. Units will establish and maintain a table of contents for the publications library containing, as a minimum, a listing of basic publications numbers and short titles (**T-3**). Publication dates, supplements, and changes are not required.

8.1.5.2.1. At a minimum, units will maintain the required index and location of electronic files in the applicable binder in the OIF library (**T-3**).

8.1.5.2.2. Additional publications may be placed in Volume II at unit discretion.

8.1.5.3. The OIF index and library will be filed IAW AFI 33-360, regardless of hardcopy or electronic format.

8.1.5.3.1. If any part of the OIF library is maintained electronically and not specifically addressed above, units will ensure the information is current and accessible for viewing by multiple crewmembers.

8.1.5.3.2. Documents in the OIF library will be made available for deployments (if required).

8.1.5.3.3. Procedures for maintaining, updating, and backup to prevent loss or corruption of the electronic version of the OIF will be outlined in the unit supplement.

**Table 8.2. Volume II Mandatory Publications.**

| PUBLICATION  | TITLE                                   |
|--|---|
| AFI 13-1MDS Specific Vol. 1*                           | Training                                |
| AFI 13-1Stan/Eval Vol. 2                               | Crew Standardization Evaluation Program |
| AFI 13-1MDS Specific Vol. 2*                           | Crew Evaluation Criteria                |
| AFI 13-1 MDS-Specific Vol. 3*                          | Operating Procedures                    |
| * DRUs are authorized to use DRU specific publications |   |

## **8.2. Special Interest Item (SII).**

8.2.1. SIIs are items of emphasis of existing procedures designed to mitigate or eliminate specific risks or trends.

8.2.1.1. SIIs do not add to or amend established procedures.

8.2.1.2. SIIs will be based on analysis of risks and trends from a variety of sources to include Safety Investigation Board (SIB) findings/recommendations, safety related incidences, trend analysis, deployed area of operations and potential problems with equipment/procedures.

8.2.2. SIIs will be issued through the same process used to release OIF items with the following elements:

8.2.2.1. Specific MDS applicability

8.2.2.2. References (document, SIB, etc.)

8.2.2.3. Risk factors and trend details

8.2.2.4. Specific emphasis actions to reduce/eliminate the risk or trend that generated the SII

8.2.2.5. Effective date of rescission

8.2.2.6. Subject Matter Expert (SME)/point of contact (POC) for further information

8.2.3. SIIs will be of limited duration to maintain the focus. If the situation for which the SII was issued remains, consideration should be given to amending current procedures and issuing corrective action via a command message or Read File item.

8.2.4. SIIs may be issued/rescinded by HAF, MAJCOM, NAF, and unit level. If issued from agencies outside the MAJCOMs (e.g. HAF, but not subordinate NAFs or units), the lead MAJCOM Stan/Eval function will coordinate the intent and verbiage of the SII with other MAJCOM Stan/Eval functions in order to determine the level of applicability within the individual MAJCOMs prior to release.

8.2.5. Units will place all applicable SIIs into the OIF, Current Read File, Part B, for dissemination to crewmembers (T-3).

8.2.6. All current MDS-specific SIIs will be briefed during the crew briefings for the duration of the SII(s). Mission-specific SIIs need only be briefed on those missions for which the SII is relevant.

**8.3. Go/No-Go Procedures.** Units will establish a positive control system that ensures crewmembers have completed all training and Stan/Eval items required for mission accomplishment (T-3). Units will provide guidance on this program in the unit supplement (T-3).

8.3.1. As a minimum, the Go/No Go program will monitor (T-3):

8.3.1.1. AF Form 8 qualifications.

8.3.1.2. Lookback and currency requirements outlined in AFI 13-1 MDS, Vol. 1 or RAP Tasking Memorandum.

8.3.1.3. Restrictions/Supervised status.

8.3.1.4. Any DNIC status.

8.3.1.5. Currency on all OIF (Volume 1, Part B) items.

8.3.1.6. Use the Go/No-Go procedures to document the currency, review, certification, and acknowledgment of Volume 1 Part B information by crewmembers.

8.3.2. Units will designate personnel to verify Go/No-Go status prior to releasing crewmembers for any scheduled mission (T-3).

#### **8.4. Supplementary Evaluations.**

8.4.1. Supplementary evaluations are administrative tools used by a commander to ensure standardization of operations and to identify and evaluate implemented solutions to operational problems. The form and content of supplementary evaluations are at the discretion of the commander and outlined in the unit supplement.

8.4.2. Supplementary evaluations are not qualification evaluations.

8.4.3. Commanders will determine evaluated areas. The Stan/Eval function will determine the period and method of evaluation and is responsible for administrative management of data collection, and will report results as directed by the commander (T-3).

8.4.4. Individuals other than examiners, as determined by the commander, may assist in conducting supplementary evaluations.

8.4.5. Supplementary evaluations may be administered in conjunction with a positional evaluation. For example, an examiner may perform a positional supplementary evaluation of

the WD's handover coordination procedures while conducting a complete qualification evaluation of a WD.

8.4.6. If conducted on position, supplementary evaluations should not be documented on an AF Form 8.

8.4.7. The focus of any positional supplementary evaluation should be one specific area of operations such as radio transmissions, pre-mission briefings, or checklist use. These areas are provided as examples and are not intended to be used as mandatory areas to be inspected. Specific areas of emphasis are needed so that data logged during positional supplementary evaluations may be used to identify trends or deficiencies as well as their cause.

8.4.8. The Chief of Stan/Eval will accomplish the following when a specific area is identified for a positional supplementary evaluation (**T-3**):

8.4.8.1. Outline the specific objectives of the evaluation and ensure development of checklists for use by examiners.

8.4.8.2. Determine an adequate time frame in order to achieve the objectives.

8.4.8.3. Notify operations personnel of the evaluation objectives and time frame for evaluation.

8.4.8.4. Ensure examiners record the results of each evaluation.

8.4.8.5. Consolidate the information obtained during the evaluation period.

8.4.8.6. Evaluate the results and determine if corrective actions should be recommended.

8.4.8.7. Report positional supplementary evaluation results to the commander through the DO. The report will include the objectives of the evaluation, the time frame during which it was performed, discrepancies that were noted, recommended corrective action, and suspense dates for completion of corrective action. The DO approves and endorses all recommendations for corrective actions.

8.4.8.8. Perform follow-up to ensure that completed corrective action was effective.

8.4.9. Supplementary evaluation results will be documented in SEB minutes.

8.4.10. Retain a copy of positional supplementary evaluation reports and checklists developed for at least one year.

TOD D. WOLTERS, Lt Gen, USAF  
Deputy Chief of Staff, Operations

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

**AFPD 10-9**, *Lead Command Designation and Responsibilities for Weapon Systems*, 8 Mar 2007

**AFPD 13-1**, *Command and Control Enterprise (C2 Enterprise)*, 6 Aug 2012

**AFI 11-215**, *USAF Flight Manuals Program (FMP)*, 22 Dec 2008

**AFI 13-1 BCC Volume 1**, *Battle Control Center Training*, 19 Aug 2014

**AFI 13-1 BCC Vol. 2**, *Battle Control Center (BCC) Evaluation Criteria*, 24 Nov 2014

**AFI 13-1 CRC Volume 1**, *Control and Reporting Center (CRC) Training*, 29 Oct 2009

**AFI 13-1 CRC Vol. 2**, *Control and Reporting Center (CRC) Evaluation Criteria*, 16 Apr 2015

**AFI 33-324**, *The Air Force Information Collections and Reports Management Program*, 6 Mar 2013

**AFI 33-360**, *Publications and Forms Management*, 25 Sep 2013

**AFI 33-364**, *Records Disposition – Procedures and Responsibilities*, 22 Dec 2006

**AFI 90-201**, *The Air Force Inspection System*, 21 Apr 2015

**AFMAN 33-363**, *Management of Records*, 1 Mar 2008

**JP 1-02**, *Department of Defense Dictionary of Military and Associated Terms*, 8 Nov 2010

***Prescribed Forms***

None

***Adopted Forms***

**ACC Form 180**, *Temporary Flight Evaluation Certificate*

**AF Form 8**, *Certificate of Aircrew Qualification*

**AF Form 679**, *Air Force Publication Compliance Item Waiver Request/Approval*

**AF Form 847**, *Recommendation for Change of Publication*

**AF Form 942**, *Record of Evaluation*

**DD Form 2992**, *Medical Recommendation for Flying or Special Operational Duty*

***Abbreviations and Acronyms***

**A3**—Director of Operations

**ABM**—Air Battle Manager

**ACC**—Air Combat Command

**ACF**—Air Control Flight

**ACG**—Air Control Group

**ACS**—Air Control Squadron  
**ADG**—Air Defense Group  
**ADS**—Air Defense Squadron  
**AETC**—Air Education Training Command  
**AF**—Air Force  
**AFAFRICA**—Air Forces Africa  
**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFNORTH**—Air Forces Northern  
**AFPD**—Air Force Policy Directive  
**AFRIMS**—Air Force Records Information Management System  
**AFSC**—Air Force Specialty Code  
**AGRS**—Aggressor Squadron  
**AKRAOC**—Alaska Region Air Operations Center  
**ANG**—Air National Guard  
**AOC**—Air Operations Center  
**ASO**—Air Surveillance Officer  
**AST**—Air Surveillance Technician  
**AT**—Additional Training  
**AWO**—Air Weapons Officer  
**BCC**—Battle Control Center  
**BMC**—Basic Mission Capable  
**BMC2**—Battle Management Command and Control  
**BQ**—Basic Qualified  
**C2**—Command and Control  
**C2BMO**—Command and Control Battle Management Operator  
**CAC**—Common Access Card  
**CAF**—Combat Air Forces  
**CC**—Commander  
**CCIP**—Commander Inspection Program  
**CCV**—Chief, Stan Eval  
**CMR**—Combat Mission Ready



**CQE**—Crew Qualification Evaluation  
**CRC**—Control and Reporting Center  
**CONUS**—Continental United States  
**COT**—Chief of Training  
**CT**—Continuation Training  
**CTS**—Combat Training Squadron  
**DNIC**—Duty Not Involving Control  
**DO**—Director of Operations  
**DOC**—Designed Operational Capability, Director of Operations Control  
**DOV**—Chief, Stan Eval (for BCC units)  
**DOT**—Directorate of Training  
**DRU**—Direct Reporting Unit  
**DSG**—Drill Status Guardsman  
**EPR**—Enlisted Performance Report  
**EPT**—Electronic Protection Technician  
**EQ**—Exceptionally Qualified  
**FAM**—Functional Area Manager  
**FEF**—Flight Evaluation Folder  
**FTU**—Formal Training Unit  
**HAF**—Headquarters Air Force  
**HHQ**—Higher Headquarters  
**HIANG**—Hawaii Air National Guard  
**HIRAOC**—Hawaii Region Air Operations Center  
**HQ**—Headquarters  
**IAW**—In Accordance With  
**ICT**—Interface Control Technician  
**IG**—Inspector General  
**INIT**—Initial  
**INSTR**—Instructor  
**IQT**—Initial Qualification Training  
**IWD**—Instructor Weapons Director  
**LMS**—Learning Management System

**LPMQF**—Local Procedures Master Question File  
**L/V/C**—Live/Virtual/Constructive  
**MAJCOM**—Major Command  
**MCS**—Modular Control System  
**MDS**—Mission Design Series  
**MFR**—Memorandum for Record  
**MICT**—Management Internal Control Toolset  
**MQF**—Master Question File  
**MSN**—Mission  
**N/A**—Non-Applicable  
**NAF**—Numbered Air Force  
**NBMC**—Non-Basic Mission Capable  
**NCMR**—Non-Combat Mission Ready  
**NCOIC**—Noncommissioned Officer in Charge  
**NGB**—National Guard Bureau  
**NLT**—No Later Than  
**N/N**—No-Notice  
**OBJ**—Objectivity  
**OCR**—Office of Collateral Responsibility  
**OIC**—Officer in Charge  
**OIF**—Operations Information File  
**OG**—Operations Group  
**OPR**—Office of Primary Responsibility, Officer Performance Report  
**OSS**—Operations Support Squadron  
**PACAF**—Pacific Air Forces  
**PCA**—Permanent Change of Assignment  
**PCS**—Permanent Change of Station  
**PEX**—Patriot Excalibur  
**POC**—Point of Contact  
**QUAL**—Qualification  
**Q**—Qualified  
**RANS**—Range Squadron

**RCS**—Range Control Squadron  
**RDS**—Records Disposition Schedule  
**RQ**—Requalification  
**RS**—Range Squadron  
**SAC**—Self-Assessment Checklist  
**SAV**—Staff Assistance Visit  
**SDT**—Senior Director Technician  
**SEB**—Standardization/Evaluation Board  
**SEE**—Standardization/Evaluation Examiner  
**SELO**—Standardization/Evaluation Liaison Officer  
**SIB**—Safety Investigation Board  
**SII**—Special Interest Item  
**SIM**—Simulator  
**SJA**—Staff Judge Advocate  
**SME**—Subject Matter Expert  
**SQB**—Secure Question Bank  
**SSAN**—Social Security Account Number  
**ST**—Surveillance Technician  
**STAN/EVAL**—Standardization/Evaluation  
**TACS**—Theater Air Control System  
**TDY**—Temporary Duty  
**TES**—Test and Evaluation Squadron  
**TR**—Training Requirement  
**TS**—Test Squadron  
**TT**—Tracking Technician  
**U**—Unqualified  
**UEI**—Unit Effectiveness Inspection  
**UQ**—Unqualified  
**USAF**—United States Air Force  
**USAFAWC**—United States Air Force Air Warfare Center  
**USAFE**—United States Air Forces Europe  
**USAFWS**—United States Air Force Weapons School

**UTA**—Unit Training Assembly

**UTTR**—Utah Test and Training Range

**WD**—Weapons Director

**WDT**—Weapons Director Technician

**WIT**—Wing Inspection Team

### *Terms*

**Additional Training (AT).**—Any training recommended by an examiner to remedy deficiencies identified during an evaluation that must be completed by the due date. Document completion on AF Form 8, *Certificate of Aircrew Qualification*, as appropriate. The COT, with the concurrence of the DO, determines training requirements (TR) to correct deficiencies identified by Stan/Eval.

**Attached Personnel.**—This includes anyone not assigned to the unit but maintaining qualification through that unit. MAJCOM, NAF, and Group personnel are examples of attached personnel.

**Basic Mission Capable (BMC).**—The status of an individual who has completed IQT and MQT (if applicable), but does not maintain CMR status. This status applies to those individuals who are assigned to a unit that does not have a DOC tasking (i.e. MAJCOM, NAF, 752 OSS, and DRU) or other reasons as determined by the appropriate authority.

**Basic Qualified (BQ).** The qualification of an individual who has successfully completed IQT and an INIT QUAL and is qualified to perform crew duties within the unit. Individuals in this status may perform non—combat missions without instructor supervision.

**Certification.** Procedure used to document competency in a particular task. Not interchangeable with “qualification” which requires AF Form 8 documentation. It is also the designation of an individual by the unit commander as having completed required training and being capable of performing a specific duty. Certification programs are outlined in AFI 13—1 MDS Vol. 1.

**Combat Mission Ready (CMR).**—The status of individuals who successfully complete IQT and MQT, pass INIT QUAL and MSN, comply with Continuation Training (CT) requirements, and are assigned to a unit with a primary combat mission. 154 OSS personnel attached to the HIRAOC may maintain CMR status at HIRAOC/CC discretion.

**Continuation Training (CT).**—Academic and positional training required to maintain CMR/BMC qualification.

**Debriefed Discrepancy.**—Remedial action taken by an examiner to remedy a discrepancy noted during an evaluation. This action is accomplished during debrief of the evaluation wherein the examiner provides briefing/instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency to remedy said discrepancy. The discrepancy area description is annotated with “Debriefed” in the Examiner’s Remarks section of the AF Form 8 Comments.

**Eligibility Period.** This is the 6—month period prior to expiration date of an evaluation during which all written and positional requirements for the recurring QUAL/MSN must be completed.

**Evaluation.** 1) The procedure to determine the effectiveness of the performance of an instructional product or process in order to ascertain specific causes for the effectiveness or lack of it, and to make decisions appropriate to the extent of the effectiveness. Evaluation of formal courses includes field evaluation and internal evaluation. 2) The review and analysis of qualitative or quantitative data obtained from design review, hardware inspection, testing or operational use of equipment. 3) The positional and written examinations used to determine proficiency as prescribed by governing directives. See also Joint Pub 1—02.

**Flight Evaluation Folder (FEF).** A two—part folder containing the source documents that constitute the history of C2 qualifications of each crew member.

**Instructor.**—An experienced crewmember qualified/certified to instruct other individuals in operations academics and positional duties.

**Lead Command.**—Lead command designation establishes advocacy for weapon systems during their life cycle and clarifies responsibilities for all using and supporting organizations. The designated lead command provides a primary input into the process of developing and maintaining a force structure with a balance of complementary capabilities. For this document, ACC is the lead command.

**Local Procedures Master Question File (LPMQF).**—A bank of questions to cover unit/local operations knowledge and procedures.

**Master Question File (MQF).**—A general knowledge question bank.

**Mission Evaluation (MSN).**—Qualifies a crewmember to employ the member's assigned weapon system in accomplishing the unit's operational or DOC statement mission. This evaluation is given after MQT and during Recurring Evaluation (QUAL/MSN) to determine an individual's CMR/BMC status. Requires AF Form 8 documentation.

**No—Notice Evaluation (N/N).** An evaluation where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission. These evaluations may be complete qualification evaluations, a written examination only, or a positional evaluation covering only selected areas.

**Non—Combat Mission Ready/Non-Basic Mission Capable (NCMR/NBMC).** This is the status of an individual who does not meet training cycle CT requirements fails to meet lookback requirements, or at unit commander direction. An instructor must supervise these individuals.

**Objectivity Evaluation.**—An evaluation to unit examiners to determine their ability to perform examiner duties. Use SPOT as the type of evaluation under Flight Phase on the AF Form 8.

**Positional Evaluation.** This is the portion of a qualification evaluation that covers on—position duties, actions, and responsibilities.

**Qualification Evaluation (QUAL).**—Qualifies a crewmember to perform the duties of a particular crew position in the specified MDS. Conduct this written and/or positional evaluation to check an individual's proficiency in performing operations duties or to let an examinee demonstrate to the examiner the academic knowledge and ability to do assigned crewmember functions safely and effectively. Requires AF Form 8 documentation.

**Requalification (RQ) Evaluation.**—This is an evaluation required to regain an individual's CMR status after going UQ. Requires AF Form 8 documentation.

**Requisites.**—Requirements such as exams, positional, etc., which are accomplished before an evaluation is considered complete.

**SPOT Evaluation.** An evaluation other than one used to satisfy the requirements of a periodic, initial instructor or requalification instructor evaluation. May be No—Notice. An evaluation to ensure correction of identified discrepancies or to check an individual's proficiency. A SPOT evaluation is normally limited in scope. These evaluations may be either N/N or with prior coordination. Requires AF Form 8 documentation.

**Stan/Eval Board (SEB).**—A forum convened to review, resolve, and report the status of Stan/Eval programs.

**Stan/Eval Examiner (SEE).**—An operations crewmember that is designated by the unit commander to perform evaluation duties as specified by this instruction.

**Standardization/Evaluation Liaison Officer (SELO).**—An individual (officer or enlisted) tasked to perform group/unit Stan/Eval administrative duties.

**Supervised Status.** The status of a crewmember who must conduct operations duties under the supervision of either an instructor or a designated supervisor (as specified in the applicable AFI 13—1 MDS- Volume 1) qualified in that specific crew position.

**Time Periods.**—The following definitions are provided for interpretation of timing requirements specified in this instruction:

**Day.** Unless otherwise specified, "day" means calendar days.

**Month.** The term "month" means calendar months, not 30—day periods.

**Unit Training Assembly (UTA).** For the purpose of this instruction, a UTA is the 2—day period per month ANG personnel spend on duty, the UTA is 1 full ANG drill weekend. For BCC units the UTA time period only applies to Drill Status Guardsmen (DSG).

**Unit.**—For the purposes of this instruction, a unit is defined as a squadron, detachment, flight, or sector. It also refers to any operations section that is required to establish its own stan/eval program.

**Unqualified (UQ).**—The status of an individual who is not currently qualified.

**Attachment 2****STAN/EVAL BOARD MINUTES**

**Note:** The information below is a sample of the minimum information a Board should address.

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: (UNIT'S COMPLETE ADDRESS)

SUBJECT: STAN/EVAL BOARD MINUTES

1. Personnel Attending: (name and organization)

2. Overview:

a. Manning. (Enter any Stan/Eval manning problems discussed or deviations from authorized manning. Record all current flight examiners including attached HHQ and/or attached squadron examiners.) Include any Group/CC, designated additional Stan/Eval examiners.

b. Summary.

(1) Evaluations. Report evaluations by crew position and type of evaluation (QUAL and MSN). Include SPOT, N/N, and evaluations, when applicable. Show qualification levels, sub-levels and rates (Rate = # given divided by total given).

(a) Q-1s

(b) Q-2s

(c) Q-3s

(d) Total evaluations for each crew position

(2) Examinations. Report examination results by crew position and type of examination (open book, closed book).

(3) Waivers and Extensions. Identify all waivers and extensions granted to extend the period of qualification, preclude re-accomplishment of requisites, extend additional training periods, and extend periods to re-accomplish examinations.

(4) Trends. Identify new, continuing, and resolved trends. Where necessary, report corrective action as OPEN/CLOSED, the OPR(s) and any suspense date.

(5) Report progress toward achievement of no-notice requirements, if applicable.

- c. Required Stan/Eval Program Inspections and Reviews (if applicable).
  - d. Crew Publications Program. Review open AF Form 847s.
  - e. Supplementary Evaluation. Report results of evaluations conducted.
3. Old Business. Enter the disposition of any items left open at the last SEB meeting. If final action was taken on an item during the quarter, state the action taken and then close the item if the SEB Chairman approves closure. If an item remains open, list the action taken since the last SEB. Findings from Stan/Eval visits will be addressed and covered until they are closed out.
4. New Business. Enter all new business discussed during the SEB. The new business items are those included on the published agenda along with any unplanned items discussed.
5. Other: This is an optional paragraph that can be used as necessary.
6. Problems Requiring HHQ Assistance: Enter problems that, based on SEB resolution, require HHQ assistance. The assistance may be in any form (for example, staff assistance visit requests, clarification of directives, change of directives, and so forth).

(SIGNATURE BLOCK)

Attachments:

SEB Agenda

Examiner Roster Reviewed

As Required



**Attachment 3**

**SAMPLES OF AF FORM 8**

**Figure A3.1. INIT QUAL with Discrepancies.**

| CERTIFICATE OF AIRCREW QUALIFICATION  |   |   |                          | DATE COMPLETED<br>23 Apr 14  |           |      |
|---|---|---|--------------------------|--|-----------|------|
| <b>I. EXAMINEE IDENTIFICATION</b>   |   |   |                          |  |           |      |
| NAME (Last, First, Middle Initial)<br>Jackson, William P.                           |   | RANK<br>Maj   | SSAN<br>3456             | ELIGIBILITY PERIOD<br><br>N/A  |           |      |
| ORGANIZATION AND LOCATION<br>726 ACS, Mountain Home AFB, ID                         |   | ACFT/CREW POSITION<br>CRC/MCC   |                          |  |           |      |
| <b>II. QUALIFICATION</b>  |   |   |                          |  |           |      |
| GROUND PHASE  |   |   | FLIGHT PHASE             |  |           |      |
| EXAMINATION/CHECK   | DATE  | GRADE   | MISSION/CHECK            | DATE   |           |      |
| General Knowledge   | 21 Apr 14   | 99  | INIT QUAL                | 23 Apr 14  |           |      |
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| <b>QUALIFICATION LEVEL</b>  |   | <b>ADDITIONAL TRAINING</b>  |                          |  |           |      |
| QUALIFIED   | UNQUALIFIED   | DUE DATE(S)   |                          | DATE ADDITIONAL TRAINING COMPLETED   |           |      |
| 1   |   | N/A   |                          | N/A  |           |      |
| EXPIRATION DATE OF QUALIFICATION  |   | CERTIFYING OFFICIAL, RANK AND ORGANIZATION  |                          | SIGNATURE  | DATE      |      |
| Sep 15  |   | N/A   |                          |  |           |      |
| <input type="checkbox"/> RESTRICTIONS<br>(Explain in Comments on Back)              |   | <input type="checkbox"/> EXCEPTIONALLY QUALIFIED<br>(Explain in Comments on Back) |                          | <input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE<br>(Explain in Comments on Back) |           |      |
| <b>III. CERTIFICATION</b>   |   |   |                          |  |           |      |
| TYPED NAME AND RANK   | ORGANIZATION  | CHECK   |                          |  | SIGNATURE | DATE |
|   |   | RECOGN  | DO                       | RECOGN   |           |      |
| 1<br>FLIGHT EXAMINER<br>Joe E. Lewis, Maj   | 726 ACS/DOR   | <input type="checkbox"/>  | <input type="checkbox"/> | <input checked="" type="checkbox"/>  |           |      |
| 2<br>REVIEWING OFFICER<br>John A. Smith, Lt Col                                     | 726 ACS/DO  | <input checked="" type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/>   |           |      |
| 3<br>FINAL APPROVING OFFICER<br>Jennifer J. Simpson, Lt Col                         | 726 ACS/CC  | <input checked="" type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/>   |           |      |
| I CERTIFY that I have been briefed and understand the action being taken this date. |   |   |                          |  |           |      |
| DATE  | TYPED NAME AND GRADE OF EXAMINEE<br>William P. Jackson , Maj<br>726 ACS/DOD |   |                          | SIGNATURE  |           |      |

| AF FORM 8 CONTINUATION SHEET   |          |
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| IV.  | COMMENTS |
| <b>EXAMINER'S REMARKS:</b>   |          |
| <p><b>A. Mission Description.</b> This initial MCC evaluation was accomplished during a live mission. Equipment configuration consisted of three AN/TYQ-23 Operations Modules (OM), local radios/TPS-75 radar, and a JTIDS Module. The CRC operated as a Ground Radar Unit (GRU) with 266 RCS in the Mountain Home Range Complex (MHRC). The CRC provided command and control subordinate to 266 RCS. The Weapons team provided tactical control to 15 aircraft from 366 FW. Surveillance conducted link operations with 366 FW and was assigned an AOR. All mission profiles and objectives were covered IAW AFI 13-1 STAN/EVAL V2 and AFI 13-1CRC V2 Chapter 3.</p> <p><b>B. Discrepancies.</b><br/>Area 7. Air Picture Maintenance -- Q-. Debriefed. Examinee was slow to upgrade regenerated fighters from neutral to hostile IAW the ID plan. This did not jeopardize mission accomplishment.</p> <p><b>C. Recommended Additional Training.</b> None.</p> <p><b>D. Additional Comments.</b> This evaluation was debriefed with the 726 ACS/DO on 23 Apr 13.</p> <p><b>REVIEWING OFFICER'S REMARKS:</b> None.</p> <p><b>APPROVING OFFICER'S REMARKS:</b> None.</p> <p><b>ADDITIONAL REVIEWS:</b> None.</p> |          |
| <p align="center"><b>PRIVACY ACT STATEMENT</b></p> <p><b>AUTHORITY:</b> 10 USC 8013; EO 9397<br/> <b>PRINCIPAL PURPOSE:</b> Source document used to establish and record aircrew qualification<br/> <b>DISCLOSURE IS VOLUNTARY:</b> SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>  |          |

Figure A3.2. INIT QUAL Q3.

| CERTIFICATE OF AIRCREW QUALIFICATION  |  |   |                     | DATE COMPLETED<br>10 May 15  |           |
|---|--|---|---------------------|--|-----------|
| <b>I. EXAMINEE IDENTIFICATION</b>   |  |   |                     |  |           |
| NAME (Last, First, Middle Initial)<br>Wayne, Bruce T.                               |  | RANK<br>A1C   | SSAN<br>1234        | ELIGIBILITY PERIOD<br><br>N/A  |           |
| ORGANIZATION AND LOCATION<br>729 ACS, Hill AFB, UT                                  |  | ACFT/CREW POSITION<br>CRC/ST  |                     |  |           |
| <b>II. QUALIFICATION</b>  |  |   |                     |  |           |
| <b>GROUND PHASE</b>   |  |   | <b>FLIGHT PHASE</b> |  |           |
| EXAMINATION/CHECK   | DATE   | GRADE   | MISSION/CHECK       | DATE   |           |
| General Knowledge   | 14 Apr 15  | 99  | INIT QUAL           | 15 Apr 15  |           |
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| <b>QUALIFICATION LEVEL</b>  |  | <b>ADDITIONAL TRAINING</b>  |                     |  |           |
| QUALIFIED   | UNQUALIFIED  | DUE DATE(S)   |                     | DATE ADDITIONAL TRAINING COMPLETED   |           |
|   | 3  | 31 May 15   |                     | 10 May 15  |           |
| EXPIRATION DATE OF QUALIFICATION  |  | CERTIFYING OFFICIAL, RANK AND ORGANIZATION  |                     | SIGNATURE  | DATE      |
| N/A   |  | Frederick L. Jackson, TSgt<br>103 ACS/DOC   |                     |  |           |
| <input type="checkbox"/> RESTRICTIONS<br>(Explain in Comments on Back)              |  | <input type="checkbox"/> EXCEPTIONALLY QUALIFIED<br>(Explain in Comments on Back) |                     | <input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE<br>(Explain in Comments on Back) |           |
| <b>III. CERTIFICATION</b>   |  |   |                     |  |           |
| TYPED NAME AND RANK   |  | ORGANIZATION  |                     | CHECK  | SIGNATURE |
|   |  |   |                     |  |           |
| 1 FLIGHT EXAMINER<br>Lucius X. Fox, TSgt  |  | 729 ACS/CCV   |                     | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>  |           |
| 2 REVIEWING OFFICER<br>Alfred E. Pennyworth, Lt Col                                 |  | 729 ACS/DO  |                     | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  |           |
| 3 FINAL APPROVING OFFICER<br>Harvey R. Dent, Lt Col                                 |  | 729 ACS/CC  |                     | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  |           |
| I CERTIFY that I have been briefed and understand the action being taken this date. |  |   |                     |  |           |
| DATE  | TYPED NAME AND GRADE OF EXAMINEE<br>Bruce T. Wayne, A1C<br>729 ACS/DOC |   |                     | SIGNATURE  |           |

| AF FORM 8 CONTINUATION SHEET   |          |
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| IV.  | COMMENTS |
| <b>EXAMINER'S REMARKS:</b>   |          |
| <p><b>A. Mission Description.</b> This initial ST evaluation was accomplished during a Mission Training Event (MTE) utilizing a Southwest Asia scenario. Equipment configuration consisted of one AN/TYQ-23 Operations Module (OM) and local/remote radar and radios. The scenario consisted of high fast flyer profiles, minimum risk route procedures, controlled aircraft emergency procedures, and electronic attack actions. All external agencies were simulated. Additionally, examinee tracked 12 aircraft in the assigned AOR. All mission profiles and objectives were covered IAW AFI 13-1STAN-EVAL V2 and AFI 13-1CRC V2 Chapter 10.</p> <p><b>B. Discrepancies.</b></p> <p>Area 8. Track Identification (Critical) -- U. Failed to identify air tracks in the assigned area IAW identification procedures specified in the ROE. Examinee was unable to identify 2 tracks within the required timeframe. Examinee took more than 6 minutes to complete initial picture set-up. Examinee was unable to report HFF to AST within the 2 minute time criteria. Examinee also did not notify AST of Time To Go's on the HFF.</p> <p>Area 11. Electronic Warfare -- U. Failed to recognize and/or report EA indications to the AST. Examinee did not notify AST of 2 jam strobes dropping out of the assigned AOR.</p> <p><b>C. Recommended Additional Training.</b> Recommend examinee should participate in a minimum of two simulation scenario's or until determined proficient by an instructor. Concentrating on correctly identifying A/C within prescribed time limits (Area 8) and giving AST updates on HFF and Strobes (Area 11).</p> <p><b>D. Additional Comments.</b> This evaluation was debriefed with 729 ACS/CC on 15 Apr 15. The examinee will require a full evaluation.</p> <p><b>REVIEWING OFFICER'S REMARKS:</b> None.</p> <p><b>APPROVING OFFICER'S REMARKS:</b> None.</p> <p><b>ADDITIONAL REVIEW:</b> This AF Form 8 was reviewed by the 552 ACG/CC on _____.</p> |          |
| <p align="center"><b>PRIVACY ACT STATEMENT</b></p> <p><b>AUTHORITY:</b> 10 USC 8013; EO 9397</p> <p><b>PRINCIPAL PURPOSE:</b> Source document used to establish and record aircrew qualification</p> <p><b>DISCLOSURE IS VOLUNTARY:</b> SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>  |          |



| AF FORM 8 CONTINUATION SHEET   |          |
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| IV.  | COMMENTS |
| <b>EXAMINER'S REMARKS:</b>   |          |
| <b>A. Mission Description.</b> Examinee was administered a Senior Director (SD) INIT MSN evaluation consisting of the General Knowledge and Local Procedures (LP) examination IAW AFI 13-1 STAN/EVAL V2 to attain CMR status.  |          |
| <b>B. Discrepancies.</b> None.   |          |
| <b>C. Recommended Additional Training.</b> None.   |          |
| <b>D. Additional Comments.</b> None.   |          |
| <b>REVIEWING OFFICER'S REMARKS:</b> None.  |          |
| <b>APPROVING OFFICER'S REMARKS:</b> None.  |          |
| <b>ADDITIONAL REVIEWS:</b> None.   |          |
| <div style="border: 1px solid black; height: 400px; width: 100%;"></div>   |          |
| <b>PRIVACY ACT STATEMENT</b>   |          |
| AUTHORITY: 10 USC 8013; EO 9397<br>PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification<br>DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification. |          |
| AF FORM 8, 20061208 (REVERSE)  |          |

Figure A3.4. QUAL MSN 2.

| CERTIFICATE OF AIRCREW QUALIFICATION  |             |   |                     | DATE COMPLETED<br>15 May 14  |       |           |      |
|---|-------------|---|---------------------|--|-------|-----------|------|
| <b>I. EXAMINEE IDENTIFICATION</b>   |             |   |                     |  |       |           |      |
| NAME (Last, First, Middle Initial)<br>Simpson, Jennifer E.                          |             | RANK<br>TSgt  | SSAN<br>5689        | ELIGIBILITY PERIOD<br><br>Jan - Jun 14   |       |           |      |
| ORGANIZATION AND LOCATION<br>606 ACS, Spangdahlem AB, GE                            |             | ACFT/CREW POSITION<br>CRC/ICT   |                     |  |       |           |      |
| <b>II. QUALIFICATION</b>  |             |   |                     |  |       |           |      |
| <b>GROUND PHASE</b>   |             |   | <b>FLIGHT PHASE</b> |  |       |           |      |
| EXAMINATION/CHECK   | DATE        | GRADE   | MISSION/CHECK       | DATE   |       |           |      |
| General Knowledge   | 05 Apr 14   | 100   | QUAL/MSN            | 29 Apr 14  |       |           |      |
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| <b>QUALIFICATION LEVEL</b>  |             | <b>ADDITIONAL TRAINING</b>  |                     |  |       |           |      |
| QUALIFIED   | UNQUALIFIED | DUE DATE(S)   |                     | DATE ADDITIONAL TRAINING COMPLETED   |       |           |      |
| 2   |             | 31 May 13   |                     | 15 May 13  |       |           |      |
| EXPIRATION DATE OF QUALIFICATION  |             | CERTIFYING OFFICIAL, RANK AND ORGANIZATION  |                     | SIGNATURE  | DATE  |           |      |
| Oct 15  |             | William J. Townsend, Capt<br>606 ACS/DO   |                     |  |       |           |      |
| <input checked="" type="checkbox"/> RESTRICTIONS<br>(Explain in Comments on Back)   |             | <input type="checkbox"/> EXCEPTIONALLY QUALIFIED<br>(Explain in Comments on Back) |                     | <input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE<br>(Explain in Comments on Back) |       |           |      |
| <b>III. CERTIFICATION</b>   |             |   |                     |  |       |           |      |
| TYPED NAME AND RANK   |             | ORGANIZATION  | CHECK               |  |       | SIGNATURE | DATE |
| 1<br>FLIGHT EXAMINER<br>Kenya W. McFadden, SSgt                                     |             | 606 ACS/DOB   | ACCUR               | DO   | ACCUR |           |      |
| 2<br>REVIEWING OFFICER<br>David C. Larson, Maj                                      |             | 606 ACS/DO  | ACCUR               | DO   | ACCUR |           |      |
| 3<br>FINAL APPROVING OFFICER<br>Gabrielle S. Hightower, Lt Col                      |             | 606 ACS/CC  | ACCUR               | DO   | ACCUR |           |      |
| I CERTIFY that I have been briefed and understand the action being taken this date. |             |   |                     |  |       |           |      |
| DATE  |             | TYPED NAME AND GRADE OF EXAMINEE<br>Jennifer E. Simpson, TSgt<br>606 ACS/DOA      |                     |  |       | SIGNATURE |      |



| AF FORM 8 CONTINUATION SHEET   |          |
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| IV.  | COMMENTS |
| <p><b>RESTRICTION:</b><br/> <b>SUPERVISED STATUS:</b> TSgt Simpson will not perform mission crew duties unsupervised until Additional Training has been accomplished.</p> <p><b>EXAMINER'S REMARKS:</b></p> <p><b>A. Mission Description.</b> This ICT evaluation was accomplished during a Mission Training Event (MTE) utilizing an Operation Iraqi Freedom scenario. Equipment configuration consisted of two AN/TYQ-23 Operations Modules (OM) and JTIDS Module (JM). Examinee configured 1 Link 11, 1 Link 16, 1 Link 11B internally from the OPTASK LINK. All mission profiles and objectives were covered IAW AFI 13-1STAN/EVAL V2 and AFI 13-1CRC V2 Chapter 8.</p> <p><b>B. Discrepancies.</b><br/>           Area 1. Mission Planning -- Q-. The examinee was slow at unit data information and configuration.<br/>           Area 5. Equipment Setup/Checkout -- Q-. The examinee was slow on associating data link radio knowledge and equipment check out of radios.</p> <p><b>C. Recommended Additional Training.</b> Review procedures and successfully set up Link 11, Link 11B, and Link 1 TDLs utilizing the MCE checklist. Review Link 16 switch actions in the OM with an instructor for one hour.</p> <p><b>D. Additional Comments.</b> This evaluation was debriefed with the 606 ACS/DO on 30 Apr 14.</p> <p><b>REVIEWING OFFICER'S REMARKS:</b> None.</p> <p><b>APPROVING OFFICER'S REMARKS:</b> None.</p> <p><b>ADDITIONAL REVIEWS:</b> None.</p> |          |
| <p align="center"><b>PRIVACY ACT STATEMENT</b></p> <p><b>AUTHORITY:</b> 10 USC 8013; EO 9397<br/> <b>PRINCIPAL PURPOSE:</b> Source document used to establish and record aircrew qualification<br/> <b>DISCLOSURE IS VOLUNTARY:</b> SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>  |          |

Figure A3.5. QUAL MSN 3.

| CERTIFICATE OF AIRCREW QUALIFICATION  |   |   |                     | DATE COMPLETED<br>10 May 15  |           |
|---|---|---|---------------------|--|-----------|
| <b>I. EXAMINEE IDENTIFICATION</b>   |   |   |                     |  |           |
| NAME (Last, First, Middle Initial)<br>Crespo, Julio T.                              |   | RANK<br>A1C   | SSAN<br>1234        | ELIGIBILITY PERIOD<br><br>Dec 14 - May 15  |           |
| ORGANIZATION AND LOCATION<br>134 ACS, McConnell AFB, KS                             |   | ACFT/CREW POSITION<br>CRC/WD  |                     |  |           |
| <b>II. QUALIFICATION</b>  |   |   |                     |  |           |
| <b>GROUND PHASE</b>   |   |   | <b>FLIGHT PHASE</b> |  |           |
| EXAMINATION/CHECK   | DATE  | GRADE   | MISSION/CHECK       | DATE   |           |
| General Knowledge   | 12 Apr 15   | 99  | QUAL/MSN            | 13 Apr 15  |           |
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| <b>QUALIFICATION LEVEL</b>  |   | <b>ADDITIONAL TRAINING</b>  |                     |  |           |
| QUALIFIED   | UNQUALIFIED   | DUE DATE(S)   |                     | DATE ADDITIONAL TRAINING COMPLETED   |           |
|   | 3   | 31 May 15   |                     | 10 May 15  |           |
| EXPIRATION DATE OF QUALIFICATION  |   | CERTIFYING OFFICIAL, RANK AND ORGANIZATION  |                     | SIGNATURE  | DATE      |
| N/A   |   | Jose O. Perez, MSgt<br>134 ACS/DO   |                     |  |           |
| <input checked="" type="checkbox"/> RESTRICTIONS<br>(Explain in Comments on Back)   |   | <input type="checkbox"/> EXCEPTIONALLY QUALIFIED<br>(Explain in Comments on Back) |                     | <input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE<br>(Explain in Comments on Back) |           |
| <b>III. CERTIFICATION</b>   |   |   |                     |  |           |
| TYPED NAME AND RANK   |   | ORGANIZATION  |                     | CHECK  | SIGNATURE |
|   |   |   |                     |  |           |
| 1 FLIGHT EXAMINER<br>Donald C. Daniels, TSgt  |   | 134 ACS/CCV   |                     | <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>  |           |
| 2 REVIEWING OFFICER<br>John B. Smith, Lt Col  |   | 134 ACS/DO  |                     | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  |           |
| 3 FINAL APPROVING OFFICER<br>Jeremiah P. Johnson, Lt Col                            |   | 134 ACS/CC  |                     | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  |           |
| I CERTIFY that I have been briefed and understand the action being taken this date. |   |   |                     |  |           |
| DATE  | TYPED NAME AND GRADE OF EXAMINEE<br>Julio T. Crespo, A1C<br>134 ACS/DOA |   |                     | SIGNATURE  |           |

| AF FORM 8 CONTINUATION SHEET  |   |
|---|---|
| IV.   | COMMENTS  |
|   | <p><b>RESTRICTION:</b><br/> <b>SUPERVISED STATUS:</b> Examinee will operate in supervised status on all WD duties until additional training is completed and successful re-evaluation has been accomplished per AFI13-1STAN/EVAL V2.</p> <p><b>EXAMINER'S REMARKS:</b></p> <p><b>A. Mission Description.</b> This WD evaluation was accomplished during a live mission in the Bison MOA. Equipment configuration consisted of one AN/TYQ-23 Operations Module (OM) and local/remote radar and radios. Examinee provided blue air control during a 4v2 ACT mission. Resources were from the 125 FS. Additionally, examinee provided close control to the fighters during a rendezvous with a tanker. The air-to-ground portion was accomplished by simulating a handover of the fighters to a notional JTAC, callsign Bushmaster 41. All mission profiles and objectives were covered IAW AFI 13-1STAN/EVAL V2 and AFI 13-1CRC V2 Chapter 5.</p> <p><b>B. Discrepancies.</b><br/> Area 14. Safety of Flight (Critical) -- U. Examinee did not make an airspace call to the fighters resulting in the fighters spilling out of the airspace and into an air route. Zero corrective action was taken by the examinee. Fighters and traffic were co-altitude within 10 miles.</p> <p><b>C. Recommended Additional Training.</b> Recommend examinee control at least two missions under the supervision of an instructor with special consideration for airspace boundaries and safety of flight.</p> <p><b>D. Additional Comments.</b> This evaluation was debriefed with 134 ACS/CC on 14 Apr 15. Examinee is to complete a full follow-on evaluation.</p> <p><b>REVIEWING OFFICER'S REMARKS:</b> None.</p> <p><b>APPROVING OFFICER'S REMARKS:</b> None.</p> <p><b>ADDITIONAL REVIEWS:</b> None.</p> |
| <p align="center"><b>PRIVACY ACT STATEMENT</b></p> <p><b>AUTHORITY:</b> 10 USC 8013; EO 9397<br/> <b>PRINCIPAL PURPOSE:</b> Source document used to establish and record aircrew qualification<br/> <b>DISCLOSURE IS VOLUNTARY:</b> SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p> |   |

Figure A3.6. INIT Instructor.

| CERTIFICATE OF AIRCREW QUALIFICATION  |   |   |                                     | DATE COMPLETED<br>17 Sep 14  |                                     |           |      |
|---|---|---|-------------------------------------|--|-------------------------------------|-----------|------|
| <b>I. EXAMINEE IDENTIFICATION</b>   |   |   |                                     |  |                                     |           |      |
| NAME (Last, First, Middle Initial)<br>Pujols, Albert J.                             |   | RANK<br>MSgt  | SSAN<br>1234                        | ELIGIBILITY PERIOD<br><br>N/A  |                                     |           |      |
| ORGANIZATION AND LOCATION<br>128 ACS, Volk Field WI                                 |   | ACFT/CREW POSITION<br>CRC/IWD   |                                     |  |                                     |           |      |
| <b>II. QUALIFICATION</b>  |   |   |                                     |  |                                     |           |      |
| <b>GROUND PHASE</b>   |   |   | <b>FLIGHT PHASE</b>                 |  |                                     |           |      |
| EXAMINATION/CHECK   | DATE  | GRADE   | MISSION/CHECK                       | DATE   |                                     |           |      |
|   |   |   | INIT INSTR                          | 17 Sep 14  |                                     |           |      |
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| <b>QUALIFICATION LEVEL</b>  |   | <b>ADDITIONAL TRAINING</b>  |                                     |  |                                     |           |      |
| QUALIFIED   | UNQUALIFIED   | DUE DATE(S)   |                                     | DATE ADDITIONAL TRAINING COMPLETED   |                                     |           |      |
| 1   |   | N/A   |                                     | N/A  |                                     |           |      |
| EXPIRATION DATE OF QUALIFICATION  |   | CERTIFYING OFFICIAL, RANK AND ORGANIZATION  |                                     | SIGNATURE  | DATE                                |           |      |
| Feb 16  |   |   |                                     |  |                                     |           |      |
| <input type="checkbox"/> RESTRICTIONS<br>(Explain in Comments on Back)              |   | <input type="checkbox"/> EXCEPTIONALLY QUALIFIED<br>(Explain in Comments on Back) |                                     | <input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE<br>(Explain in Comments on Back) |                                     |           |      |
| <b>III. CERTIFICATION</b>   |   |   |                                     |  |                                     |           |      |
| TYPED NAME AND RANK   |   | ORGANIZATION  | CHECK                               |  |                                     | SIGNATURE | DATE |
| 1<br>FLIGHT EXAMINER<br>Juan V. Rodriguez, MSgt                                     |   | 128 ACS/CCV   | <input type="checkbox"/>            | <input type="checkbox"/>   | <input checked="" type="checkbox"/> |           |      |
| 2<br>REVIEWING OFFICER<br>John T. McDonald, Maj                                     |   | 128 ACS/DO  | <input checked="" type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>            |           |      |
| 3<br>FINAL APPROVING OFFICER<br>Robert W. Davis, Lt Col                             |   | 128 ACS/CC  | <input checked="" type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>            |           |      |
| I CERTIFY that I have been briefed and understand the action being taken this date. |   |   |                                     |  |                                     |           |      |
| DATE  | TYPED NAME AND GRADE OF EXAMINEE<br>Albert J. Pujols, MSgt<br>128 ACS/DOA |   |                                     |  | SIGNATURE                           |           |      |

| AF FORM 8 CONTINUATION SHEET  |          |
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| IV.   | COMMENTS |
| <b>EXAMINER'S REMARKS:</b>  |          |
| <p><b>A. Mission Description.</b> This initial instructor WD evaluation was accomplished during a live training mission. Equipment configuration consisted of two AN/TYQ-23 Operations Modules (OM), a TPS-75 radar and a JTIDS Module. Examinee provided instruction to an IQT WD during a 2v2 TI mission in the Bagdad/Gladden airspace. All mission profiles and objectives were covered IAW AFI 13-1STAN/EVAL V2 and AFI 13-1CRC V2 Chapter 5.</p> <p><b>B. Discrepancies.</b> None</p> <p><b>C. Recommended Additional Training.</b> None.</p> <p><b>D. Additional Comments.</b> None.</p> <p><b>REVIEWING OFFICER'S REMARKS:</b> None.</p> <p><b>APPROVING OFFICER'S REMARKS:</b> None.</p> <p><b>ADDITIONAL REVIEWS:</b> None.</p> |          |
| <b>PRIVACY ACT STATEMENT</b>  |          |
| <p><b>AUTHORITY:</b> 10 USC 8013; EO 9397</p> <p><b>PRINCIPAL PURPOSE:</b> Source document used to establish and record aircrew qualification</p> <p><b>DISCLOSURE IS VOLUNTARY:</b> SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>  |          |
| AF FORM 8. 20061208 (REVERSE)   |          |

Figure A3.7. Instructor QUAL MSN.

| CERTIFICATE OF AIRCREW QUALIFICATION  |             |   |                                     | DATE COMPLETED<br>04 Feb 15  |                                     |           |      |
|---|-------------|---|-------------------------------------|--|-------------------------------------|-----------|------|
| <b>I. EXAMINEE IDENTIFICATION</b>   |             |   |                                     |  |                                     |           |      |
| NAME (Last, First, Middle Initial)<br>Hightower, Thomas W.                          |             | RANK<br>TSgt  | SSAN<br>1234                        | ELIGIBILITY PERIOD<br>Jan - Jun 15   |                                     |           |      |
| ORGANIZATION AND LOCATION<br>729 ACS, Hill AFB, UT                                  |             | ACFT/CREW POSITION<br>CRC/IDST  |                                     |  |                                     |           |      |
| <b>II. QUALIFICATION</b>  |             |   |                                     |  |                                     |           |      |
| <b>GROUND PHASE</b>   |             |   | <b>FLIGHT PHASE</b>                 |  |                                     |           |      |
| EXAMINATION/CHECK   | DATE        | GRADE   | MISSION/CHECK                       | DATE   |                                     |           |      |
| General Knowledge   | 01 Feb 15   | 100   | QUAL/MSN                            | 04 Feb 15  |                                     |           |      |
|   |             |   |                                     |  |                                     |           |      |
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| <b>QUALIFICATION LEVEL</b>  |             | <b>ADDITIONAL TRAINING</b>  |                                     |  |                                     |           |      |
| QUALIFIED   | UNQUALIFIED | DUE DATE(S)   |                                     | DATE ADDITIONAL TRAINING COMPLETED   |                                     |           |      |
| 1   |             | N/A   |                                     | N/A  |                                     |           |      |
| EXPIRATION DATE OF QUALIFICATION  |             | CERTIFYING OFFICIAL, RANK AND ORGANIZATION  |                                     | SIGNATURE  | DATE                                |           |      |
| Jul 16  |             |   |                                     |  |                                     |           |      |
| <input type="checkbox"/> RESTRICTIONS<br>(Explain in Comments on Back)              |             | <input type="checkbox"/> EXCEPTIONALLY QUALIFIED<br>(Explain in Comments on Back) |                                     | <input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE<br>(Explain in Comments on Back) |                                     |           |      |
| <b>III. CERTIFICATION</b>   |             |   |                                     |  |                                     |           |      |
| TYPED NAME AND RANK   |             | ORGANIZATION  | CHECK                               |  |                                     | SIGNATURE | DATE |
| 1<br>FLIGHT EXAMINER<br>Juan V. Rodriguez, MSgt                                     |             | 729 ACS/CCV   | <input type="checkbox"/>            | <input type="checkbox"/>   | <input checked="" type="checkbox"/> |           |      |
| 2<br>REVIEWING OFFICER<br>John T. McDonald, Maj                                     |             | 729 ACS/DO  | <input checked="" type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>            |           |      |
| 3<br>FINAL APPROVING OFFICER<br>Robert W. Davis, Lt Col                             |             | 729 ACS/CC  | <input checked="" type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>            |           |      |
| I CERTIFY that I have been briefed and understand the action being taken this date. |             |   |                                     |  |                                     |           |      |
| DATE  |             | TYPED NAME AND GRADE OF EXAMINEE<br>Thomas W. Hightower, TSgt<br>729 ACS/DOR      |                                     |  | SIGNATURE                           |           |      |

| AF FORM 8 CONTINUATION SHEET   |          |
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| IV.  | COMMENTS |
| <p><b>EXAMINER'S REMARKS:</b></p> <p><b>A. Mission Description.</b> This periodic DST evaluation was accomplished during a live training mission. Equipment configuration consisted of two AN/TYQ-23 Operations Modules (OM), a TPS-75 radar and a JTIDS Module. Examinee configured the system for mission use. Additionally, examinee performed two CU resets to clear faults. The examinee provided instruction to two DST IQT students during equipment checkout. All evaluation areas, mission profiles and objectives were covered IAW AFI 13-1STANEVAL V2 and AFI 13-1CRC V2 Chapter 8.</p> <p><b>B. Discrepancies.</b> None.</p> <p><b>C. Recommended Additional Training.</b> None.</p> <p><b>D. Additional Comments.</b> None.</p> <p><b>REVIEWING OFFICER'S REMARKS:</b> None.</p> <p><b>APPROVING OFFICER'S REMARKS:</b> None.</p> <p><b>ADDITIONAL REVIEWS:</b> None.</p> |          |
| <p align="center"><b>PRIVACY ACT STATEMENT</b></p> <p><b>AUTHORITY:</b> 10 USC 8013; EO 9397</p> <p><b>PRINCIPAL PURPOSE:</b> Source document used to establish and record aircrew qualification</p> <p><b>DISCLOSURE IS VOLUNTARY:</b> SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>  |          |

**Figure A3.8. INSTR Q3 Affecting QUAL.**

| CERTIFICATE OF AIRCREW QUALIFICATION   |             |  |                               |                                     | DATE COMPLETED<br>19 Dec 14   |                                     |                  |             |
|--|-------------|--|-------------------------------|-------------------------------------|---|-------------------------------------|------------------|-------------|
| <b>I. EXAMINEE IDENTIFICATION</b>  |             |  |                               |                                     |   |                                     |                  |             |
| NAME (Last, First, Middle Initial)<br>Freely, Jonathan P.                                |             |  | RANK<br>TSgt                  |                                     | SSAN<br>1234  |                                     |                  |             |
| ORGANIZATION AND LOCATION<br>134 ACS, McConnell AFB, KS                                  |             |  | ACFT/CREW POSITION<br>CRC/IWD |                                     | ELIGIBILITY PERIOD<br>N/A   |                                     |                  |             |
| <b>II. QUALIFICATION</b>   |             |  |                               |                                     |   |                                     |                  |             |
| <b>GROUND PHASE</b>  |             |  | <b>FLIGHT PHASE</b>           |                                     |   |                                     |                  |             |
| EXAMINATION/CHECK  | DATE        | GRADE  | MISSION/CHECK                 |                                     |   | DATE                                |                  |             |
|  |             |  | INIT INSTR/QUAL               |                                     |   | 19 Dec 14                           |                  |             |
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| <b>QUALIFICATION LEVEL</b>   |             | <b>ADDITIONAL TRAINING</b>   |                               |                                     |   |                                     |                  |             |
| QUALIFIED  | UNQUALIFIED | DUE DATE(S)  |                               |                                     | DATE ADDITIONAL TRAINING COMPLETED  |                                     |                  |             |
|  | 3           | 19 Jan 15  |                               |                                     | 08 Jan 15   |                                     |                  |             |
| <b>EXPIRATION DATE OF QUALIFICATION</b>  |             | <b>CERTIFYING OFFICIAL, RANK AND ORGANIZATION</b>  |                               |                                     | <b>SIGNATURE</b>  |                                     |                  |             |
| N/A  |             | Nathaniel O. Hunt, MSgt<br>134 ACS/DO  |                               |                                     |   |                                     |                  |             |
| <input checked="" type="checkbox"/> <b>RESTRICTIONS</b><br>(Explain in Comments on Back) |             | <input type="checkbox"/> <b>EXCEPTIONALLY QUALIFIED</b><br>(Explain in Comments on Back) |                               |                                     | <input type="checkbox"/> <b>COMMANDER-DIRECTED DOWNGRADE</b><br>(Explain in Comments on Back) |                                     |                  |             |
| <b>III. CERTIFICATION</b>  |             |  |                               |                                     |   |                                     |                  |             |
| <b>TYPED NAME AND RANK</b>   |             | <b>ORGANIZATION</b>  |                               | <b>CHECK</b>                        |   |                                     | <b>SIGNATURE</b> | <b>DATE</b> |
|  |             |  |                               | COPIED                              | DO NOT  | RECORD                              |                  |             |
| 1<br>FLIGHT EXAMINER<br>Donald C. Daniels, TSgt  |             | 134 ACS/CCV  |                               | <input type="checkbox"/>            | <input type="checkbox"/>  | <input checked="" type="checkbox"/> |                  |             |
| 2<br>REVIEWING OFFICER<br>John B. Smith, Lt Col  |             | 134 ACS/DO   |                               | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/>            |                  |             |
| 3<br>FINAL APPROVING OFFICER<br>Jeremiah P. Johnson, Lt Col                              |             | 134 ACS/CC   |                               | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/>            |                  |             |
| I CERTIFY that I have been briefed and understand the action being taken this date.      |             |  |                               |                                     |   |                                     |                  |             |
| DATE   |             | TYPED NAME AND GRADE OF EXAMINEE<br>Jonathan P. Freely, TSgt<br>134 ACS/DOA              |                               |                                     |   | SIGNATURE                           |                  |             |



| AF FORM 8 CONTINUATION SHEET   |          |
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| IV.  | COMMENTS |
| <b>RESTRICTIONS:</b><br><b>SUPERVISED STATUS:</b> Examinee will not complete duties unsupervised until additional training is complete and a successful RQ QUAL is administered. Additionally, the member will not instruct until a successful RQ INSTR is accomplished.   |          |
| <b>EXAMINER'S REMARKS:</b><br><br><b>A. Mission Description.</b><br>First Event: This initial instructor WD evaluation was accomplished during a live training mission. Equipment configuration consisted of two AN/TYQ-23 Operations Modules (OM), a TPS-75 radar and a JTIDS Module. Examinee provided instruction to an IQT WD during a 2v2 T1 mission in the Bagdad/Gladden airspace. All mission profiles and objectives were covered IAW AFI 13-1STAN/EVAL V2 and AFI 13-1CRC V2 Chapter 5.<br><br>Second Event: The examinee demonstrated blue air control during the first intercept to the IQT WD.  |          |
| <b>B. Discrepancies.</b><br>First Event: Area 14. Safety of Flight (Critical) -- U. Failed to ensure safety of flight for mission aircraft. Examinee did not safely deconflict fighters from co-altitude stranger traffic<br><br>Area 25. Demonstration and Performance -- U. Did not demonstrate correct procedures and/or techniques. Did not or could not distinguish between procedures and techniques. Insufficient knowledge of mission systems, procedures, and/or applicable publications and regulations. These deviations could affect safety or adversely affect student progress.<br><br>Second Event: Area 25. Demonstration and Performance-- U. Examinee demonstrated blue air control during the first intercept to the IQT WD. While explaining his control technique to the student, the examinee lost situational awareness and did not point out co-altitude stranger traffic within 10 NM of the initial merge. Examinee did not respond to the resulting fighter-initiated Knock-It-Off. |          |
| <b>C. Recommended Additional Training.</b><br>Area 14. Examinee will receive instruction on a virtual/constructive mission focusing on airspace management/stranger awareness. Examinee will receive instruction on a live air-to-air control mission. Examinee will receive a RQ QUAL evaluation.<br><br>Area 25. Examinee will observe two live control missions instructed by a CMR/BMC instructor. Examinee will receive an hour of instructor academics focusing on demo/perf, instructor/student interactions. Examinee will receive another INIT INSTR evaluation upon successfully completing a RQ QUAL evaluation.  |          |
| <b>D. Additional Comments.</b> This evaluation was debriefed with the 134 ACS/DO on 20 Dec 14.   |          |
| <b>REVIEWING OFFICER'S REMARKS:</b> None.  |          |
| <b>APPROVING OFFICER'S REMARKS:</b> None.  |          |
| <b>ADDITIONAL REVIEWS:</b> None.   |          |
| <b>PRIVACY ACT STATEMENT</b><br><br>AUTHORITY: 10 USC 8013; EO 9397<br>PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification<br>DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.   |          |

Figure A3.9. Periodic QUAL MSN with Two Levels.

| CERTIFICATE OF AIRCREW QUALIFICATION   |             |  |                     | DATE COMPLETED<br>30 May 15   |                          |                                     |             |
|--|-------------|--|---------------------|---|--------------------------|-------------------------------------|-------------|
| <b>I. EXAMINEE IDENTIFICATION</b>  |             |  |                     |   |                          |                                     |             |
| NAME (Last, First, Middle Initial)<br>Kirk, James T.                                     |             | RANK<br>Capt   | SSAN<br>1234        | ELIGIBILITY PERIOD<br><br>QUAL: Nov 14 - Apr 15<br>MSN: Dec 14 - May 15                       |                          |                                     |             |
| ORGANIZATION AND LOCATION<br>134 ACS, McConnell AFB, KS                                  |             | ACFT/CREW POSITION<br>CRC/AWO  |                     |   |                          |                                     |             |
| <b>II. QUALIFICATION</b>   |             |  |                     |   |                          |                                     |             |
| <b>GROUND PHASE</b>  |             |  | <b>FLIGHT PHASE</b> |   |                          |                                     |             |
| EXAMINATION/CHECK  | DATE        | GRADE  | MISSION/CHECK       | DATE  |                          |                                     |             |
| General Knowledge  | 12 Apr 15   | 78/85  | QUAL                | 01 May 15   |                          |                                     |             |
|  |             |  | SIM MSN             | 30 May 15   |                          |                                     |             |
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| <b>QUALIFICATION LEVEL</b>   |             | <b>ADDITIONAL TRAINING</b>   |                     |   |                          |                                     |             |
| QUALIFIED  | UNQUALIFIED | DUE DATE(S)  |                     | DATE ADDITIONAL TRAINING COMPLETED  |                          |                                     |             |
| QUAL: 2<br>MSN: 1  |             | 30 Jun 15  |                     | 10 May 15   |                          |                                     |             |
| <b>EXPIRATION DATE OF QUALIFICATION</b>  |             | <b>CERTIFYING OFFICIAL, RANK AND ORGANIZATION</b>  |                     | <b>SIGNATURE</b>  | <b>DATE</b>              |                                     |             |
| Oct 16   |             | Joseph O. Hudgens, SMSgt<br>134 ACS/DO   |                     |   |                          |                                     |             |
| <input checked="" type="checkbox"/> <b>RESTRICTIONS</b><br>(Explain in Comments on Back) |             | <input type="checkbox"/> <b>EXCEPTIONALLY QUALIFIED</b><br>(Explain in Comments on Back) |                     | <input type="checkbox"/> <b>COMMANDER-DIRECTED DOWNGRADE</b><br>(Explain in Comments on Back) |                          |                                     |             |
| <b>III. CERTIFICATION</b>  |             |  |                     |   |                          |                                     |             |
| <b>TYPED NAME AND RANK</b>   |             | <b>ORGANIZATION</b>  |                     | <b>CHECK</b>  |                          | <b>SIGNATURE</b>                    | <b>DATE</b> |
|  |             |  |                     | FLIGHT EXAMINER   | REVIEWING OFFICER        |                                     |             |
| 1<br>Donald C. Daniels, TSgt   |             | 134 ACS/CCV  |                     | <input type="checkbox"/>  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |             |
| 2<br>John B. Smith, Lt Col   |             | 134 ACS/DO   |                     | <input checked="" type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/>            |             |
| 3<br>Jeremiah P. Johnson, Lt Col   |             | 134 ACS/CC   |                     | <input checked="" type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/>            |             |
| I CERTIFY that I have been briefed and understand the action being taken this date.      |             |  |                     |   |                          |                                     |             |
| <b>DATE</b>  |             | <b>TYPED NAME AND GRADE OF EXAMINEE</b>  |                     |   | <b>SIGNATURE</b>         |                                     |             |
|  |             | James T. Kirk, Capt<br>134 ACS/DOA   |                     |   |                          |                                     |             |

| AF FORM 8 CONTINUATION SHEET  |          |
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| IV.   | COMMENTS |
| <b>RESTRICTION:</b><br><b>SUPERVISED STATUS:</b> Examinee will operate in supervised status on all AWO duties until additional training has been completed.   |          |
| <b>EXAMINER'S REMARKS:</b><br><b>A. Mission Description.</b><br>First Event: This AWO evaluation was accomplished during a live mission in the Bison MOA. Equipment configuration consisted of one AN/TYQ-23 Operations Module (OM) and local/remote radar and radios. Examinee provided blue air control during a 4v2 ACT mission. Resources were 6 F-16's from the 125 FS. Additionally, examinee provided close control to the fighters during a rendezvous with a tanker. The air-to-ground portion was accomplished by simulating a handover of the fighters to a notional JTAC, callsign Bushmaster 41. All mission profiles and evaluation areas were covered IAW AFI 13-1STAN/EVAL V2 and AFI 13-1CRC V2 Chapter 5.<br><br>Second Event: This periodic AWO MSN evaluation was conducted positionally on a MTE utilizing an OIF scenario. The examinee was assigned the AOR controller position controlling 24 fighters/bombers and 3 tankers. All mission profiles and evaluation areas were covered IAW AFI 13-1STAN/EVAL V2 and AFI 13-1CRC V2 Chapter 5. |          |
| <b>B. Discrepancies.</b><br>First Event: Area 9. Air-To-Air Missions -- Q-. Examinee missed REDEC and 25 nm call on 2 out of 3 passes. Examinee did not make threat calls with respect to a long-burn threat. Examinee did not respond to 2 out of 5 spike requests.<br><br>Area 13. R/T Procedures -- Q-. Examinee's radio responses were consistently slow throughout each intercept.<br><br>Second Event: None.  |          |
| <b>C. Recommended Additional Training.</b><br>First Event: Area 9. Examinee will receive 1 hour of academics from an instructor reviewing the F-16 Timeline and Cold Ops. Examinee will receive two instructional control missions (live, virtual or constructive) focusing on controller responsibilities for defensive fighters entering into the merge phase.<br><br>Area 13. Examinee will review AFTTP 3-1, Attachment 1 and provide a 15 minute lecture to an instructor WD, AWO or SD on picture calls and comm priorities.<br><br>Second Event: None.   |          |
| <b>D. Additional Comments.</b> The 134 ACS/CC granted a four-month evaluation extension on 15 Apr 15 due to the examinee's deployment to an operation lasting longer than 60 days IAW AFI 13-1STAN/EVAL V2. The QUAL portion of this evaluation was debriefed with 134 ACS/CC on 02 May 15.   |          |
| <b>REVIEWING OFFICER'S REMARKS:</b> None.   |          |
| <b>APPROVING OFFICER'S REMARKS:</b> None.   |          |
| <b>ADDITIONAL REVIEWS:</b> None.  |          |
| <b>PRIVACY ACT STATEMENT</b><br>AUTHORITY: 10 USC 8013; EO 9397<br>PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification<br>DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.  |          |

Figure A3.10. Requalification.

| CERTIFICATE OF AIRCREW QUALIFICATION  |             |   |   | DATE COMPLETED<br>14 Apr 15  |   |           |      |
|---|-------------|---|---|--|---|-----------|------|
| <b>I. EXAMINEE IDENTIFICATION</b>   |             |   |   |  |   |           |      |
| NAME (Last, First, Middle Initial)<br>Crespo, Julio T.                              |             | RANK<br>A1C   | SSAN<br>1234  | ELIGIBILITY PERIOD   |   |           |      |
| ORGANIZATION AND LOCATION<br>134 ACS, McConnell AFB, KS                             |             | ACFT/CREW POSITION<br>CRC/IWD   |   | N/A  |   |           |      |
| <b>II. QUALIFICATION</b>  |             |   |   |  |   |           |      |
| <b>GROUND PHASE</b>   |             |   | <b>FLIGHT PHASE</b>   |  |   |           |      |
| EXAMINATION/CHECK   | DATE        | GRADE   | MISSION/CHECK   | DATE   |   |           |      |
| General Knowledge   | 12 Apr 15   | 99  | RQ QUAL/MSN   | 13 Apr 15  |   |           |      |
|   |             |   | RQ INSTR  | 14 Apr 15  |   |           |      |
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| <b>QUALIFICATION LEVEL</b>  |             | <b>ADDITIONAL TRAINING</b>  |   |  |   |           |      |
| QUALIFIED   | UNQUALIFIED | DUE DATE(S)   |   | DATE ADDITIONAL TRAINING COMPLETED   |   |           |      |
| 1   |             | N/A   |   | N/A  |   |           |      |
| EXPIRATION DATE OF QUALIFICATION  |             | CERTIFYING OFFICIAL, RANK AND ORGANIZATION  |   | SIGNATURE  | DATE  |           |      |
| Sep 16  |             |   |   |  |   |           |      |
| <input type="checkbox"/> RESTRICTIONS<br>(Explain in Comments on Back)              |             | <input type="checkbox"/> EXCEPTIONALLY QUALIFIED<br>(Explain in Comments on Back) |   | <input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE<br>(Explain in Comments on Back) |   |           |      |
| <b>III. CERTIFICATION</b>   |             |   |   |  |   |           |      |
| TYPED NAME AND RANK   |             | ORGANIZATION  | CHECK   |  |   | SIGNATURE | DATE |
| 1<br>FLIGHT EXAMINER<br>Donald C. Daniels, TSgt                                     |             | 134 ACS/CCV   | <input type="checkbox"/><br>C<br>R<br>C<br>I<br>W<br>D            | <input type="checkbox"/><br>D<br>O<br>A  | <input checked="" type="checkbox"/><br>F<br>L<br>I<br>G<br>H<br>T<br>E<br>X<br>A<br>M<br>I<br>N<br>E<br>R |           |      |
| 2<br>REVIEWING OFFICER<br>John B. Smith, Lt Col                                     |             | 134 ACS/DO  | <input checked="" type="checkbox"/><br>C<br>R<br>C<br>I<br>W<br>D | <input type="checkbox"/><br>D<br>O<br>A  | <input type="checkbox"/><br>F<br>L<br>I<br>G<br>H<br>T<br>E<br>X<br>A<br>M<br>I<br>N<br>E<br>R            |           |      |
| 3<br>FINAL APPROVING OFFICER<br>Jeremiah P. Johnson, Lt Col                         |             | 134 ACS/CC  | <input checked="" type="checkbox"/><br>C<br>R<br>C<br>I<br>W<br>D | <input type="checkbox"/><br>D<br>O<br>A  | <input type="checkbox"/><br>F<br>L<br>I<br>G<br>H<br>T<br>E<br>X<br>A<br>M<br>I<br>N<br>E<br>R            |           |      |
| I CERTIFY that I have been briefed and understand the action being taken this date. |             |   |   |  |   |           |      |
| DATE  |             | TYPED NAME AND GRADE OF EXAMINEE<br>Julio T. Crespo, A1C<br>134 ACS/DOA           |   |  | SIGNATURE   |           |      |

| AF FORM 8 CONTINUATION SHEET   |          |
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| IV.  | COMMENTS |
| <b>EXAMINER'S REMARKS:</b>   |          |
| <p><b>A. Mission Description.</b><br/>           First Event: This requalification WD evaluation was accomplished during a live mission in the Bison MOA. Equipment configuration consisted of one AN/TYQ-23 Operations Module (OM) and local/remote radar and radios. Examinee provided blue air control during a 4v2 ACT mission. Resources were from the 125 FS. Additionally, examinee provided close control to the fighters during a rendezvous with a tanker. The air-to-ground portion was accomplished by simulating a handover of the fighters to a notional JTAC, callsign Bushmaster 41. All mission profiles and evaluation areas were covered IAW AFI 13-1STAN/EVAL V2 and AFI 13-1CRC V2 Chapter 5.</p> <p>Second Event: This instructor WD requalification evaluation was accomplished during a live mission in the Bison MOA. The examinee instructed an UQ AWO on a 2v2 T1 mission. All evaluation areas were covered IAW AFI 13-1STAN/EVAL V2 and AFI 13-1CRC V2 Chapter 5.</p> <p><b>B. Discrepancies.</b> None.</p> <p><b>C. Recommended Additional Training.</b> None.</p> <p><b>D. Additional Comments.</b> This requalification evaluation was required due to the examinee being unqualified for longer than 60 months per AFI 13-1CRC V1, Para. 2.1.1. This evaluation was debriefed with 134 ACS/CC on 14 Apr 15.</p> <p><b>REVIEWING OFFICER'S REMARKS:</b> None.</p> <p><b>APPROVING OFFICER'S REMARKS:</b> None.</p> <p><b>ADDITIONAL REVIEWS:</b> None.</p> |          |
| <p align="center"><b>PRIVACY ACT STATEMENT</b></p> <p><b>AUTHORITY:</b> 10 USC 8013; EO 9397<br/> <b>PRINCIPAL PURPOSE:</b> Source document used to establish and record aircrew qualification<br/> <b>DISCLOSURE IS VOLUNTARY:</b> SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>  |          |

**Figure A3.11. Exceptionally Qualified.**

| CERTIFICATE OF AIRCREW QUALIFICATION  |             |   |                               |                                     | DATE COMPLETED<br>13 Mar 15   |  |                  |             |
|---|-------------|---|-------------------------------|-------------------------------------|---|--|------------------|-------------|
| <b>I. EXAMINEE IDENTIFICATION</b>   |             |   |                               |                                     |   |  |                  |             |
| NAME (Last, First, Middle Initial)<br>Smith, John A.                                |             |   | RANK<br>TSgt                  |                                     | SSAN<br>5432  |  |                  |             |
| ORGANIZATION AND LOCATION<br>729 ACS, Hill AFB, UT                                  |             |   | ACFT/CREW POSITION<br>CRC/EPT |                                     |   | ELIGIBILITY PERIOD<br><br>Mar - Aug 15 |                  |             |
|   |             |   |                               |                                     |   |  |                  |             |
| <b>II. QUALIFICATION</b>  |             |   |                               |                                     |   |  |                  |             |
| <b>GROUND PHASE</b>   |             |   | <b>FLIGHT PHASE</b>           |                                     |   |  |                  |             |
| EXAMINATION/CHECK   | DATE        | GRADE   | MISSION/CHECK                 |                                     |   | DATE                                   |                  |             |
| General Knowledge   | 08 Mar 15   | 99  | QUAL/MSN                      |                                     |   | 13 Mar 15                              |                  |             |
|   |             |   |                               |                                     |   |  |                  |             |
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| <b>QUALIFICATION LEVEL</b>  |             | <b>ADDITIONAL TRAINING</b>  |                               |                                     |   |  |                  |             |
| QUALIFIED   | UNQUALIFIED | DUE DATE(S)   |                               |                                     | DATE ADDITIONAL TRAINING COMPLETED  |  |                  |             |
| 1   |             | N/A   |                               |                                     | N/A   |  |                  |             |
| <b>EXPIRATION DATE OF QUALIFICATION</b>   |             | <b>CERTIFYING OFFICIAL, RANK AND ORGANIZATION</b>   |                               |                                     | <b>SIGNATURE</b>  |  |                  |             |
| Aug 16  |             |   |                               |                                     |   |  |                  |             |
| <input type="checkbox"/> <b>RESTRICTIONS</b><br>(Explain in Comments on Back)       |             | <input checked="" type="checkbox"/> <b>EXCEPTIONALLY QUALIFIED</b><br>(Explain in Comments on Back) |                               |                                     | <input type="checkbox"/> <b>COMMANDER-DIRECTED DOWNGRADE</b><br>(Explain in Comments on Back) |  |                  |             |
| <b>III. CERTIFICATION</b>   |             |   |                               |                                     |   |  |                  |             |
| <b>TYPED NAME AND RANK</b>  |             | <b>ORGANIZATION</b>   |                               | <b>CHECK</b>                        |   |  | <b>SIGNATURE</b> | <b>DATE</b> |
|   |             |   |                               | CO-ORDINATOR                        | DO NOT  | CO-ORDINATOR                           |                  |             |
| 1<br>FLIGHT EXAMINER<br>Thomas P. Hightower, SSgt                                   |             | 729 ACS/CCV   |                               | <input type="checkbox"/>            | <input type="checkbox"/>  | <input checked="" type="checkbox"/>    |                  |             |
| 2<br>REVIEWING OFFICER<br>Steve K. Largent, Lt Col                                  |             | 729 ACS/DO  |                               | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/>               |                  |             |
| 3<br>FINAL APPROVING OFFICER<br>Jack T. Mitchell, Lt Col                            |             | 729 ACS/CC  |                               | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/>               |                  |             |
| I CERTIFY that I have been briefed and understand the action being taken this date. |             |   |                               |                                     |   |  |                  |             |
| DATE  |             | TYPED NAME AND GRADE OF EXAMINEE<br>John A. Smith, TSgt<br>729 ACS/DOT                              |                               |                                     |   | SIGNATURE                              |                  |             |

| AF FORM 8 CONTINUATION SHEET  |          |
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| IV.   | COMMENTS |
| <p><b>EXCEPTIONALLY QUALIFIED:</b> Examinee exhibited exceptional situational awareness throughout the evaluation. Examinee was presented with several system malfunctions during radar checkout, his quick reaction to the malfunctions ensured the radar was available at mission start. Additionally, the examinee responded quickly to several instances of electronic attack (EA), maintaining continuous radar coverage for the mission crew throughout the exercise. Examinee was also quick to identify an identity conflict during one of the missions. He reported this information to the MCC and this prevented a fratricide during the exercise. Finally, examinee displayed a thorough knowledge of all evaluation areas and was able to articulate this knowledge in a concise manner.</p> <p><b>EXAMINER'S REMARKS:</b></p> <p><b>A. Mission Description.</b> This EPT evaluation was conducted during a live mission as part of Exercise DEMON DARE. Examinee performed checkout of the UYQ-27, UPA-59, ARC-164, VCAU, and Mode IV IAW TPS-75 van checklists. All mission profiles and objectives were covered IAW AFI 13-1STAN/EVAL V2 and AFI 13-1CRC V2 Chapter 7.</p> <p><b>B. Discrepancies.</b> None.</p> <p><b>C. Recommended Additional Training.</b> None</p> <p><b>D. Additional Comments.</b> This evaluation was debriefed with the 729 ACS/DO on 15 Mar 15.</p> <p><b>REVIEWING OFFICER'S REMARKS:</b> None.</p> <p><b>APPROVING OFFICER'S REMARKS:</b> None.</p> <p><b>ADDITIONAL REVIEWS:</b> This AF Form 8 was reviewed by the 552 ACG/CC on _____.</p> |          |
| <p align="center"><b>PRIVACY ACT STATEMENT</b></p> <p><b>AUTHORITY:</b> 10 USC 8013; EO 9397</p> <p><b>PRINCIPAL PURPOSE:</b> Source document used to establish and record aircrew qualification</p> <p><b>DISCLOSURE IS VOLUNTARY:</b> SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>   |          |

Figure A3.12. No Notice with Two Evaluators.

| CERTIFICATE OF AIRCREW QUALIFICATION  |             |  |                                     | DATE COMPLETED<br>28 Jan 15   |                                     |                  |             |
|---|-------------|--|-------------------------------------|---|-------------------------------------|------------------|-------------|
| <b>I. EXAMINEE IDENTIFICATION</b>   |             |  |                                     |   |                                     |                  |             |
| NAME (Last, First, Middle Initial)<br>Hightower, Thomas W.                          |             | RANK<br>MSgt   | SSAN<br>1234                        | ELIGIBILITY PERIOD<br><br>N/A   |                                     |                  |             |
| ORGANIZATION AND LOCATION<br>729 ACS, Hill AFB, UT                                  |             | ACFT/CREW POSITION<br>CRC/WD   |                                     |   |                                     |                  |             |
| <b>II. QUALIFICATION</b>  |             |  |                                     |   |                                     |                  |             |
| <b>GROUND PHASE</b>   |             |  | <b>FLIGHT PHASE</b>                 |   |                                     |                  |             |
| EXAMINATION/CHECK   | DATE        | GRADE  | MISSION/CHECK                       | DATE  |                                     |                  |             |
| General Knowledge   | 28 Jan 15   | 100  | N/N QUAL/MSN                        | 04 Dec 14   |                                     |                  |             |
|   |             |  | SIM QUAL                            | 07 Dec 14   |                                     |                  |             |
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| <b>QUALIFICATION LEVEL</b>  |             | <b>ADDITIONAL TRAINING</b>   |                                     |   |                                     |                  |             |
| QUALIFIED   | UNQUALIFIED | DUE DATE(S)  |                                     | DATE ADDITIONAL TRAINING COMPLETED  |                                     |                  |             |
| 1   |             | N/A  |                                     | N/A   |                                     |                  |             |
| <b>EXPIRATION DATE OF QUALIFICATION</b>   |             | <b>CERTIFYING OFFICIAL, RANK AND ORGANIZATION</b>  |                                     | <b>SIGNATURE</b>  | <b>DATE</b>                         |                  |             |
| May 16  |             |  |                                     |   |                                     |                  |             |
| <input type="checkbox"/> <b>RESTRICTIONS</b><br>(Explain in Comments on Back)       |             | <input type="checkbox"/> <b>EXCEPTIONALLY QUALIFIED</b><br>(Explain in Comments on Back) |                                     | <input type="checkbox"/> <b>COMMANDER-DIRECTED DOWNGRADE</b><br>(Explain in Comments on Back) |                                     |                  |             |
| <b>III. CERTIFICATION</b>   |             |  |                                     |   |                                     |                  |             |
| <b>TYPED NAME AND RANK</b>  |             | <b>ORGANIZATION</b>  | <b>CHECK</b>                        |   |                                     | <b>SIGNATURE</b> | <b>DATE</b> |
|   |             |  | ACCUR                               | DO  | ACCUR                               |                  |             |
| 1<br>FLIGHT EXAMINER<br>Juan V. Rodriguez, MSgt                                     |             | 729 ACS/CCV  | <input type="checkbox"/>            | <input type="checkbox"/>  | <input checked="" type="checkbox"/> |                  |             |
| 2<br>REVIEWING OFFICER<br>John T. McDonald, Maj                                     |             | 729 ACS/DO   | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/>            |                  |             |
| 3<br>FINAL APPROVING OFFICER<br>Robert W. Davis, Lt Col                             |             | 729 ACS/CC   | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/>            |                  |             |
| I CERTIFY that I have been briefed and understand the action being taken this date. |             |  |                                     |   |                                     |                  |             |
| <b>DATE</b>   |             | <b>TYPED NAME AND GRADE OF EXAMINEE</b>  |                                     |   |                                     | <b>SIGNATURE</b> |             |
|   |             | Thomas W. Hightower, MSgt<br>729 ACS/DOB   |                                     |   |                                     |                  |             |



| AF FORM 8 CONTINUATION SHEET   |          |
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| IV.  | COMMENTS |
| <b>EXAMINER'S REMARKS:</b>   |          |
| <p><b>A. Mission Description.</b><br/>           First Event: This No-Notice WD evaluation was accomplished during a live training mission and a Mission Training Exercise (MTE). Equipment configuration consisted of two AN/TYQ-23 Operations Modules (OM), a TPS-75 radar and a JTIDS Module. The air-to-air portion consisted of a 2v2 ACT mission conducted in the Utah Test and Training Range (UTTR). Resources were four F-16s from the 388 FW. With the exception of Areas 10 and 11 (Air-to-Surface and Aerial Refueling Missions respectively), all mission profiles and objectives were covered IAW AFI 13-1STAN/EVAL V2 and AFI 13-1CRC V2 Chapter 5.</p> <p style="text-align: right;">Ken R. Hacker, MSgt, USAF<br/>729 ACS/CCV</p> <p>Second Event: This periodic WD evaluation was accomplished on a MTE utilizing an OIF scenario. The examinee provided tactical and close control to include receiver turn-ons and point parallel rendezvous. Examinee guided aircraft to proper hold points and passed all pertinent tasked information to satisfy the air-to-surface requirement. Areas 10 and 11 were evaluated completing this evaluation IAW AFI 13-1STAN/EVAL V2 and AFI 13-1CRC V2 Chapter 5.</p> <p><b>B. Discrepancies.</b><br/>           First Event: Area 13. Radio/Telephone (R/T) Procedures -- Q-. Debriefed. Examinee did not reply to 4/5 fighter spike requests.</p> <p>Second Event: Area 11. Aerial Refueling Missions -- Q-. Debriefed. While the final rendezvous were within parameters, the examinee made excessive heading corrections throughout each pass.</p> <p><b>C. Recommended Additional Training.</b> None.</p> <p><b>D. Additional Comments.</b> On 4 Dec 13, the 729 ACS/CC authorized the eligibility period to be opened early (IAW AFI13-1STAN/EVAL V2, Para. 5.10.3.1) based on the examinee's decision to count the N/N checkride towards their periodic evaluation (IAW AFI13-1STAN/EVAL V2, para. 5.2.6.4.3).</p> <p><b>REVIEWING OFFICER'S REMARKS:</b> None.</p> <p><b>APPROVING OFFICER'S REMARKS:</b> None.</p> <p><b>ADDITIONAL REVIEWS:</b> None.</p> |          |
| <b>PRIVACY ACT STATEMENT</b>   |          |
| <p><b>AUTHORITY:</b> 10 USC 8013; EO 9397</p> <p><b>PRINCIPAL PURPOSE:</b> Source document used to establish and record aircrew qualification</p> <p><b>DISCLOSURE IS VOLUNTARY:</b> SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>   |          |

Figure A3.13. Commander-Directed Q2.

| CERTIFICATE OF AIRCREW QUALIFICATION  |             |   |                     | DATE COMPLETED<br>19 Dec 15   |       |           |      |
|---|-------------|---|---------------------|---|-------|-----------|------|
| <b>I. EXAMINEE IDENTIFICATION</b>   |             |   |                     |   |       |           |      |
| NAME (Last, First, Middle Initial)<br>Brown, Michael S.                             |             | RANK<br>Capt  | SSAN<br>1234        | ELIGIBILITY PERIOD<br><br>N/A   |       |           |      |
| ORGANIZATION AND LOCATION<br>134 ACS, McConnell AFB, KS                             |             | ACFT/CREW POSITION<br>CRC/SD  |                     |   |       |           |      |
| <b>II. QUALIFICATION</b>  |             |   |                     |   |       |           |      |
| <b>GROUND PHASE</b>   |             |   | <b>FLIGHT PHASE</b> |   |       |           |      |
| EXAMINATION/CHECK   | DATE        | GRADE   | MISSION/CHECK       | DATE  |       |           |      |
|   |             |   | QUAL/MSN            | 19 Dec 15   |       |           |      |
|   |             |   |                     |   |       |           |      |
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| <b>QUALIFICATION LEVEL</b>  |             | <b>ADDITIONAL TRAINING</b>  |                     |   |       |           |      |
| QUALIFIED   | UNQUALIFIED | DUE DATE(S)   |                     | DATE ADDITIONAL TRAINING COMPLETED  |       |           |      |
| 2   |             | 31 Jan 16   |                     | 05 Jan 16   |       |           |      |
| EXPIRATION DATE OF QUALIFICATION  |             | CERTIFYING OFFICIAL, RANK AND ORGANIZATION  |                     | SIGNATURE   | DATE  |           |      |
| N/A   |             | Jose A. Perez, MSgt<br>134 ACS/DO T   |                     |   |       |           |      |
| <input type="checkbox"/> RESTRICTIONS<br>(Explain in Comments on Back)              |             | <input type="checkbox"/> EXCEPTIONALLY QUALIFIED<br>(Explain in Comments on Back) |                     | <input checked="" type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE<br>(Explain in Comments on Back) |       |           |      |
| <b>III. CERTIFICATION</b>   |             |   |                     |   |       |           |      |
| TYPED NAME AND RANK   |             | ORGANIZATION  | CHECK               |   |       | SIGNATURE | DATE |
| 1 FLIGHT EXAMINER   |             |   | ACCUR               | DO  | ACCUR |           |      |
| 2 REVIEWING OFFICER   |             |   | ACCUR               | DO  | ACCUR |           |      |
| 3 FINAL APPROVING OFFICER<br>Jeremiah P. Johnson, Lt Col                            |             | 134 ACS/CC  | ACCUR               | DO  | ACCUR |           |      |
| I CERTIFY that I have been briefed and understand the action being taken this date. |             |   |                     |   |       |           |      |
| DATE  |             | TYPED NAME AND GRADE OF EXAMINEE<br>Michael S. Brown, Capt<br>134 ACS/DOA         |                     |   |       | SIGNATURE |      |

| AF FORM 8 CONTINUATION SHEET   |          |
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| IV.  | COMMENTS |
| <p><b>RESTRICTIONS: COMMANDER-DIRECTED DOWNGRADE.</b></p> <p><b>SUPERVISED STATUS:</b> Examinee will not perform any SD related duties unless supervised by a qualified ISD. This restriction will remain in place until additional training is accomplished.</p> <p><b>EXAMINER'S REMARKS:</b></p> <p><b>A. Narrative.</b> FOR CAUSE: I have lost confidence in Capt Brown's abilities to perform SD related duties. Within the last two weeks, Capt Brown arrived late to four crew coordination briefings and provided sparse direction/support to his weapons team during each mission planning session. Capt Brown's improper time management is a detriment to crew coordination and hinders this unit's ability to accomplish the assigned mission.</p> <p><b>B. Discrepancies.</b></p> <p>Area 1. Mission Planning -- U. Failed to lead weapons team mission planning efforts. Failed to check all factors applicable to the mission (e.g., LOA, SPINS, ROE, ATO, lessons learned, WD training requirements, CRC employment capabilities and aeronautical charts). Failed to assign mission planning tasks. Did not participate in or extract pertinent information from a briefing with the aircrew IAW AFI 11-214. The examinee's lack of supervision led to errors on the supporting mission documentation and inadequately prepared the team to conduct the mission.</p> <p>Area 2. Mission Crew Briefing -- U. Failed to prepare and organize the briefing in a logical sequence IAW applicable directives. Failed to provide all required information. Failed to ensure the weapons section was briefed on all aspects of the weapons mission. The examinee's tardiness to mission crew briefings hampered the successful crossflow of information between sections.</p> <p><b>C. Recommended Additional Training.</b> Examinee will complete two hours of academics covering weapons/crew mission planning standards from a qualified ISD. The examinee will demonstrate to the Chief of Weapons &amp; Tactics the correct execution of a weapons specialized briefing and the weapons coordination items within the crew coordination brief.</p> <p><b>D. Additional Comments.</b> None.</p> <p><b>ADDITIONAL REVIEWS:</b> None.</p> |          |
| <p align="center"><b>PRIVACY ACT STATEMENT</b></p> <p><b>AUTHORITY:</b> 10 USC 8013; EO 9397</p> <p><b>PRINCIPAL PURPOSE:</b> Source document used to establish and record aircrew qualification</p> <p><b>DISCLOSURE IS VOLUNTARY:</b> SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>  |          |

Figure A3.14. Commander-Directed Q3.

| CERTIFICATE OF AIRCREW QUALIFICATION  |   |   |                               |                          | DATE COMPLETED<br>19 Dec 14   |      |
|---|---|---|-------------------------------|--------------------------|---|------|
| <b>I. EXAMINEE IDENTIFICATION</b>   |   |   |                               |                          |   |      |
| NAME (Last, First, Middle Initial)<br>Goodman, William O.                           |   |   | RANK<br>Capt                  |                          | SSAN<br>1234  |      |
| ORGANIZATION AND LOCATION<br>134 ACS, McConnell AFB, KS                             |   |   | ACFT/CREW POSITION<br>CRC/ASO |                          | ELIGIBILITY PERIOD<br>N/A   |      |
| <b>II. QUALIFICATION</b>  |   |   |                               |                          |   |      |
| <b>GROUND PHASE</b>   |   |   | <b>FLIGHT PHASE</b>           |                          |   |      |
| EXAMINATION/CHECK   | DATE  | GRADE   | MISSION/CHECK                 |                          | DATE  |      |
|   |   |   | INSTR                         |                          | 19 Dec 14   |      |
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| <b>QUALIFICATION LEVEL</b>  |   | <b>ADDITIONAL TRAINING</b>  |                               |                          |   |      |
| QUALIFIED   | UNQUALIFIED   | DUE DATE(S)   |                               |                          | DATE ADDITIONAL TRAINING COMPLETED  |      |
|   | 3   | N/A   |                               |                          | N/A   |      |
| EXPIRATION DATE OF QUALIFICATION  |   | CERTIFYING OFFICIAL, RANK AND ORGANIZATION  |                               |                          | SIGNATURE   | DATE |
| N/A   |   |   |                               |                          |   |      |
| <input type="checkbox"/> RESTRICTIONS<br>(Explain in Comments on Back)              |   | <input type="checkbox"/> EXCEPTIONALLY QUALIFIED<br>(Explain in Comments on Back) |                               |                          | <input checked="" type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE<br>(Explain in Comments on Back) |      |
| <b>III. CERTIFICATION</b>   |   |   |                               |                          |   |      |
| TYPED NAME AND RANK   |   | ORGANIZATION  | CHECK                         |                          |   | DATE |
|   |   |   | CO<br>20C                     | D<br>20C                 | CO<br>20C   |      |
| 1   | FLIGHT EXAMINER   |   | <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/>  |      |
| 2   | REVIEWING OFFICER   |   | <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/>  |      |
| 3   | FINAL APPROVING OFFICER<br>Jeremiah P. Johnson, Lt Col                      | 134 ACS/CC  | <input type="checkbox"/>      | <input type="checkbox"/> | <input checked="" type="checkbox"/>   |      |
| I CERTIFY that I have been briefed and understand the action being taken this date. |   |   |                               |                          |   |      |
| DATE  | TYPED NAME AND GRADE OF EXAMINEE<br>William O. Goodman, Capt<br>134 ACS/DOA |   |                               |                          | SIGNATURE   |      |

| AF FORM 8 CONTINUATION SHEET   |          |
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| IV.  | COMMENTS |
| <p><b>RESTRICTIONS: COMMANDER-DIRECTED DOWNGRADE.</b></p> <p><b>SUPERVISED STATUS:</b> Examinee will not instruct in any capacity authorized as an ASO IAW AFI13-1CRCV1, Para.5.4.5.1 unless supervised by a qualified instructor. This restriction will remain in place until the examinee passes an instructor requalification training plan followed by an ASO RQ INSTR evaluation.</p> <p><b>EXAMINER'S REMARKS:</b></p> <p><b>A. Narrative.</b> FOR CAUSE: I have lost confidence in Capt Goodman's abilities to perform instructor related duties as an ASO. On 19 Dec 14, the 134 ACS/DO received a complaint by a qualified crewmember that Capt Goodman was observed smoking a cigarette while a student ASO was sitting on console during a live operational mission. The 134 ACS/DO was able to corroborate the story from other crewmembers present within the same OM during the timeframe that Capt Goodman was off scope.</p> <p><b>B. Discrepancies.</b> Area 3. Instructional Ability -- U. Did not provide corrective guidance where necessary. Did not plan ahead or anticipate student problems. Deviations adversely affected safety or mission accomplishment, or adversely affected student progress. Examinee was not available to instruct/intervene student's performance.</p> <p><b>C. Recommended Additional Training.</b> Examinee will re-accomplish instructor qualification training when the Commander regains confidence in Capt Goodman's abilities, followed by a RQ INSTR evaluation.</p> <p><b>D. Additional Comments.</b> None.</p> <p><b>ADDITIONAL REVIEWS:</b> None.</p> |          |
| <p align="center"><b>PRIVACY ACT STATEMENT</b></p> <p><b>AUTHORITY:</b> 10 USC 8013; EO 9397</p> <p><b>PRINCIPAL PURPOSE:</b> Source document used to establish and record aircrew qualification</p> <p><b>DISCLOSURE IS VOLUNTARY:</b> SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>  |          |

Figure A3.15. SPOT Objectivity.

| CERTIFICATE OF AIRCREW QUALIFICATION  |             |   |                                     | DATE COMPLETED<br>30 Apr 15  |                                     |           |      |
|---|-------------|---|-------------------------------------|--|-------------------------------------|-----------|------|
| <b>I. EXAMINEE IDENTIFICATION</b>   |             |   |                                     |  |                                     |           |      |
| NAME (Last, First, Middle Initial)<br>Brown, Charles E.                             |             | RANK<br>Maj   | SSAN<br>1781                        | ELIGIBILITY PERIOD<br><br>N/A  |                                     |           |      |
| ORGANIZATION AND LOCATION<br>606 ACS, Spangdahlem AB, Germany                       |             | ACFT/CREW POSITION<br>CRC/ESD   |                                     |  |                                     |           |      |
| <b>II. QUALIFICATION</b>  |             |   |                                     |  |                                     |           |      |
| <b>GROUND PHASE</b>   |             |   | <b>FLIGHT PHASE</b>                 |  |                                     |           |      |
| EXAMINATION/CHECK   | DATE        | GRADE   | MISSION/CHECK                       | DATE   |                                     |           |      |
|   |             |   | SPOT                                | 30 Apr 15  |                                     |           |      |
|   |             |   |                                     |  |                                     |           |      |
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| <b>QUALIFICATION LEVEL</b>  |             | <b>ADDITIONAL TRAINING</b>  |                                     |  |                                     |           |      |
| QUALIFIED   | UNQUALIFIED | DUE DATE(S)   |                                     | DATE ADDITIONAL TRAINING COMPLETED   |                                     |           |      |
| 1   |             | N/A   |                                     | N/A  |                                     |           |      |
| EXPIRATION DATE OF QUALIFICATION  |             | CERTIFYING OFFICIAL, RANK AND ORGANIZATION  |                                     | SIGNATURE  | DATE                                |           |      |
| N/A   |             |   |                                     |  |                                     |           |      |
| <input type="checkbox"/> RESTRICTIONS<br>(Explain in Comments on Back)              |             | <input type="checkbox"/> EXCEPTIONALLY QUALIFIED<br>(Explain in Comments on Back) |                                     | <input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE<br>(Explain in Comments on Back) |                                     |           |      |
| <b>III. CERTIFICATION</b>   |             |   |                                     |  |                                     |           |      |
| TYPED NAME AND RANK   |             | ORGANIZATION  | CHECK                               |  |                                     | SIGNATURE | DATE |
| 1<br>FLIGHT EXAMINER<br>Thomas P. Hightower, Maj                                    |             | 606 ACS/CCV   | <input type="checkbox"/>            | <input type="checkbox"/>   | <input checked="" type="checkbox"/> |           |      |
| 2<br>REVIEWING OFFICER<br>John A. Smith, Lt Col                                     |             | 606 ACS/DO  | <input checked="" type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>            |           |      |
| 3<br>FINAL APPROVING OFFICER<br>James E. Brown, Lt Col                              |             | 606 ACS/CC  | <input checked="" type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>            |           |      |
| I CERTIFY that I have been briefed and understand the action being taken this date. |             |   |                                     |  |                                     |           |      |
| DATE  |             | TYPED NAME AND GRADE OF EXAMINEE<br>Charles E. Brown, Maj<br>606 ACS/DO           |                                     |  | SIGNATURE                           |           |      |

[illegible]

Figure A3.16. NAF Objectivity.

| CERTIFICATE OF AIRCREW QUALIFICATION  |             |   |                                     | DATE COMPLETED<br>22 Jun 15  |                                     |           |      |
|---|-------------|---|-------------------------------------|--|-------------------------------------|-----------|------|
| <b>I. EXAMINEE IDENTIFICATION</b>   |             |   |                                     |  |                                     |           |      |
| NAME (Last, First, Middle Initial)<br>Smith, Shane R.                               |             | RANK<br>Maj   | SSAN<br>1781                        | ELIGIBILITY PERIOD<br><br>N/A  |                                     |           |      |
| ORGANIZATION AND LOCATION<br>117 ACS, Savannah, GA                                  |             | ACFT/CREW POSITION<br>CRC/ESD   |                                     |  |                                     |           |      |
| <b>II. QUALIFICATION</b>  |             |   |                                     |  |                                     |           |      |
| <b>GROUND PHASE</b>   |             |   | <b>FLIGHT PHASE</b>                 |  |                                     |           |      |
| EXAMINATION/CHECK   | DATE        | GRADE   | MISSION/CHECK                       | DATE   |                                     |           |      |
|   |             |   | SPOT                                | 22 Jun 15  |                                     |           |      |
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| <b>QUALIFICATION LEVEL</b>  |             | <b>ADDITIONAL TRAINING</b>  |                                     |  |                                     |           |      |
| QUALIFIED   | UNQUALIFIED | DUE DATE(S)   |                                     | DATE ADDITIONAL TRAINING COMPLETED   |                                     |           |      |
| 1   |             | N/A   |                                     | N/A  |                                     |           |      |
| EXPIRATION DATE OF QUALIFICATION  |             | CERTIFYING OFFICIAL, RANK AND ORGANIZATION  |                                     | SIGNATURE  | DATE                                |           |      |
| N/A   |             |   |                                     |  |                                     |           |      |
| <input type="checkbox"/> RESTRICTIONS<br>(Explain in Comments on Back)              |             | <input type="checkbox"/> EXCEPTIONALLY QUALIFIED<br>(Explain in Comments on Back) |                                     | <input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE<br>(Explain in Comments on Back) |                                     |           |      |
| <b>III. CERTIFICATION</b>   |             |   |                                     |  |                                     |           |      |
| TYPED NAME AND RANK   |             | ORGANIZATION  | CHECK                               |  |                                     | SIGNATURE | DATE |
| 1<br>FLIGHT EXAMINER<br>Steven A. Jones, Maj  |             | 12 AF/OV  | <input type="checkbox"/>            | <input type="checkbox"/>   | <input checked="" type="checkbox"/> |           |      |
| 2<br>REVIEWING OFFICER<br>John A. Smith, Lt Col                                     |             | 117 ACS/DO  | <input checked="" type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>            |           |      |
| 3<br>FINAL APPROVING OFFICER<br>James E. Brown, Lt Col                              |             | 117 ACS/CC  | <input checked="" type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>            |           |      |
| I CERTIFY that I have been briefed and understand the action being taken this date. |             |   |                                     |  |                                     |           |      |
| DATE  |             | TYPED NAME AND GRADE OF EXAMINEE<br>Shane R. Smith, Maj<br>117 ACS/DO MB          |                                     |  | SIGNATURE                           |           |      |



| AF FORM 8 CONTINUATION SHEET   |          |
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| IV.  | COMMENTS |
| <b>EXAMINER'S REMARKS:</b>   |          |
| <b>A. Mission Description.</b> This evaluation was administered during a 12 AF SEV. Maj Smith was observed administering a SPOT evaluation to a CMR AWO. All requirements for this Stan/Eval Examiner Objectivity Evaluation were completed IAW AFI 13-1STAN/EVALV2, Attachment 6.   |          |
| <b>B. Discrepancies.</b> None.   |          |
| <b>C. Recommended Additional Training.</b> None.   |          |
| <b>D. Additional Comments.</b> None.   |          |
| <b>REVIEWING OFFICER'S REMARKS:</b> None.  |          |
| <b>APPROVING OFFICER'S REMARKS:</b> None.  |          |
| <b>ADDITIONAL REVIEWS:</b> None.   |          |
| <div style="border: 1px solid black; height: 400px; width: 100%;"></div>   |          |
| <b>PRIVACY ACT STATEMENT</b>   |          |
| AUTHORITY: 10 USC 8013; EO 9397<br>PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification<br>DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification. |          |
| AF FORM 8, 20061208 (REVERSE)  |          |

Figure A3.17. SD - Instructor AWO.

| CERTIFICATE OF AIRCREW QUALIFICATION  |             |  |                               |                                     | DATE COMPLETED<br>04 Sep 15   |                                     |                  |             |
|---|-------------|--|-------------------------------|-------------------------------------|---|-------------------------------------|------------------|-------------|
| <b>I. EXAMINEE IDENTIFICATION</b>   |             |  |                               |                                     |   |                                     |                  |             |
| NAME (Last, First, Middle Initial)<br>James, James J.                               |             |  | RANK<br>Capt                  |                                     | SSAN<br>1234  |                                     |                  |             |
| ORGANIZATION AND LOCATION<br>EADS, Rome, NY 13441-4812                              |             |  | ACFT/CREW POSITION<br>BCC/ SD |                                     | ELIGIBILITY PERIOD<br>Apr - Sep 15  |                                     |                  |             |
| <b>II. QUALIFICATION</b>  |             |  |                               |                                     |   |                                     |                  |             |
| <b>GROUND PHASE</b>   |             |  | <b>FLIGHT PHASE</b>           |                                     |   |                                     |                  |             |
| EXAMINATION/CHECK   | DATE        | GRADE  | MISSION/CHECK                 |                                     | DATE  |                                     |                  |             |
| Closed Book   | 07 Aug 15   | 100  | QUAL/MSN                      |                                     | 04 Sep 15   |                                     |                  |             |
|   |             |  | SIM QUAL/MSN                  |                                     | 04 Sep 15   |                                     |                  |             |
|   |             |  | INSTR                         |                                     | 04 Sep 15   |                                     |                  |             |
|   |             |  |                               |                                     |   |                                     |                  |             |
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| <b>QUALIFICATION LEVEL</b>  |             | <b>ADDITIONAL TRAINING</b>   |                               |                                     |   |                                     |                  |             |
| QUALIFIED<br>1  | UNQUALIFIED | DUE DATE(S)<br>N/A   |                               |                                     | DATE ADDITIONAL TRAINING COMPLETED<br>N/A   |                                     |                  |             |
| <b>EXPIRATION DATE OF QUALIFICATION</b>   |             | <b>CERTIFYING OFFICIAL, RANK AND ORGANIZATION</b>  |                               |                                     | <b>SIGNATURE</b>  | <b>DATE</b>                         |                  |             |
| Feb 17  |             | N/A  |                               |                                     |   |                                     |                  |             |
| <input type="checkbox"/> <b>RESTRICTIONS</b><br>(Explain in Comments on Back)       |             | <input type="checkbox"/> <b>EXCEPTIONALLY QUALIFIED</b><br>(Explain in Comments on Back) |                               |                                     | <input type="checkbox"/> <b>COMMANDER-DIRECTED DOWNGRADE</b><br>(Explain in Comments on Back) |                                     |                  |             |
| <b>III. CERTIFICATION</b>   |             |  |                               |                                     |   |                                     |                  |             |
| <b>TYPED NAME AND RANK</b>  |             | <b>ORGANIZATION</b>  |                               | <b>CHECK</b>                        |   |                                     | <b>SIGNATURE</b> | <b>DATE</b> |
|   |             |  |                               | REVIEWER                            | DO  | DO                                  |                  |             |
| 1 FLIGHT EXAMINER<br>Jimmy H. Johns, Capt   |             | EADS/DOV   |                               | <input type="checkbox"/>            | <input type="checkbox"/>  | <input checked="" type="checkbox"/> |                  | 04 Sep 15   |
| 2 REVIEWING OFFICER<br>Ethan A. Allen, Lt Col                                       |             | EADS/DOC   |                               | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/>            |                  | 11 Sep 15   |
| 3 FINAL APPROVING OFFICER<br>Robert R. Roberts, Col                                 |             | EADS/DO  |                               | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/>            |                  | 12 Sep 15   |
| I CERTIFY that I have been briefed and understand the action being taken this date. |             |  |                               |                                     |   |                                     |                  |             |
| <b>DATE</b><br>13 Sep 15  |             | <b>TYPED NAME AND GRADE OF EXAMINEE</b><br>James J. James, Capt<br>EADS/DOCA             |                               |                                     |   |                                     | <b>SIGNATURE</b> |             |

| AF FORM 8 CONTINUATION SHEET   |          |
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| IV.  | COMMENTS |
| EXAMINER'S REMARKS:  |          |
| <p>A. Mission Description.</p> <p>First Sortie: The live operations portion of the evaluation was administered in three parts. Part one consisted of an ACT in W105 with 6x F15Cs from CEF and Cuban fighter activity. Part two was an ACT mission in W105 airspace with aircraft from CEF. Control was provided to 2x F15s against four maneuvering targets. Part three consisted of a series of verbal questions designed to examine system knowledge and understanding of Air Defense operations in accordance with NORAD, ACC and local procedures. This evaluation met all QUAL/MSN requirements.</p> <p>Second Sortie: The sim-over-live portion of the evaluation was administered in three parts. Part one consisted of a Fertile Rice exercise in which the examinee supervised two control teams. 2x F15s from FMH were scrambled to intercept and engage a hijacked aircraft and 2x F16s from MMT were scrambled on a potential BOISE. The scenario also included expansion into the WADS AO. Live events included a Runway Alert for ADW for a NORDO in the DC SFRA and Cuban fighter activity. Part two consisted of simultaneous control of Active Air intercepts. 2x F16s from HST were scrambled to intercept and Guide a defecting Cuban fighter and 2x F16s from MMT were scrambled to intercept an Unknown. Part three consisted of close control simultaneous refuelings in W174 airspace. The scenario also included a simulated emergency electrical failure.</p> <p>Third Sortie: The examinee provided instruction to an AWO IQT student during a Felix Keynote exercise.</p> <p>B. Discrepancies.</p> <p>1. Ground. None</p> <p>2. Flight (Fourth Sortie) Area 7. R/T Procedures - Q-. Debriefed. The examinee failed to employ preface comm throughout the exercise.</p> <p>C. Recommended Additional Training. None.</p> <p>D. Additional Comments. IAW the Unit Qualification Document, the examinee's instructor qualification is limited to IAWO.</p> <p>REVIEWING OFFICER'S REMARKS: None.</p> <p>APPROVING OFFICER'S REMARKS: None.</p> <p>ADDITIONAL REVIEWS: None.</p> |          |
| <p>PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 USC 8013; EO 9397</p> <p>PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification</p> <p>DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>   |          |

Figure A3.18. PEX Generated INIT QUAL MSN Q3.

| CERTIFICATE OF AIRCREW QUALIFICATION  |  |  |                                     | DATE COMPLETED<br>05 Jan 15  |                                     |           |      |
|---|--|--|-------------------------------------|--|-------------------------------------|-----------|------|
| <b>I. EXAMINEE IDENTIFICATION</b>   |  |  |                                     |  |                                     |           |      |
| NAME (Last, First, Middle Initial)<br>Madison, James A.                             |  | RANK<br>SSgt   | SSAN<br>1234                        | ELIGIBILITY PERIOD<br>N/A  |                                     |           |      |
| ORGANIZATION AND LOCATION<br>EADS, Rome, NY 13441-4812                              |  | ACFT/CREW POSITION<br>BCC/IDT  |                                     |  |                                     |           |      |
| <b>II. QUALIFICATION</b>  |  |  |                                     |  |                                     |           |      |
| <b>GROUND PHASE</b>   |  |  | <b>FLIGHT PHASE</b>                 |  |                                     |           |      |
| EXAMINATION/CHECK   | DATE   | GRADE  | MISSION/CHECK                       | DATE   |                                     |           |      |
| General Knowledge   | 19 Dec 14  | 100  | INIT SIM QUAL/MSN                   | 21 Dec 14  |                                     |           |      |
|   |  |  | INIT QUAL/MSN                       | 25 Dec 14  |                                     |           |      |
|   |  |  |                                     |  |                                     |           |      |
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| <b>QUALIFICATION LEVEL</b>  |  | <b>ADDITIONAL TRAINING</b>   |                                     |  |                                     |           |      |
| QUALIFIED   | UNQUALIFIED<br>3                                 | DUE DATE(S)<br>24 Jan 15   |                                     | DATE ADDITIONAL TRAINING COMPLETED<br>05 Jan 15  |                                     |           |      |
| EXPIRATION DATE OF QUALIFICATION<br>N/A   |  | CERTIFYING OFFICIAL, RANK AND ORGANIZATION<br>Zachary A. Taylor, Lt Col<br>EADS/DOST |                                     | SIGNATURE  | DATE<br>31 Jan 15                   |           |      |
| <input checked="" type="checkbox"/> RESTRICTIONS<br>(Explain in Comments on Back)   |  | <input type="checkbox"/> EXCEPTIONALLY QUALIFIED<br>(Explain in Comments on Back)    |                                     | <input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE<br>(Explain in Comments on Back) |                                     |           |      |
| <b>III. CERTIFICATION</b>   |  |  |                                     |  |                                     |           |      |
| TYPED NAME AND RANK   |  | ORGANIZATION   | CHECK                               |  |                                     | SIGNATURE | DATE |
| 1   | FLIGHT EXAMINER<br>John Q. Adams, Capt           | EADS/DOCC  | <input type="checkbox"/>            | <input type="checkbox"/>   | <input checked="" type="checkbox"/> |           |      |
| 2   | REVIEWING OFFICER<br>Abraham A. Lincoln, Lt Col  | EADS/DOC   | <input checked="" type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>            |           |      |
| 3   | FINAL APPROVING OFFICER<br>James K. Polk, Lt Col | EADS/DO  | <input checked="" type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>            |           |      |
| I CERTIFY that I have been briefed and understand the action being taken this date. |  |  |                                     |  |                                     |           |      |
| DATE<br>19 Feb 15   |  | TYPED NAME AND GRADE OF EXAMINEE<br>James A. Madison, SSgt<br>EADS/DOV               |                                     |  |                                     | SIGNATURE |      |

| AF FORM 8 CONTINUATION SHEET  |          |
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| IV.   | COMMENTS |
| <b>EXAMINER'S REMARKS:</b>  |          |
| <b>A. Mission Description.</b><br><br><u>First Sortie:</u> This portion of the evaluation was conducted during a SIM-over-Live Fertile Rice exercise consisting of Pendings/Unknowns, an aircraft deviation scenario, a NORDO aircraft scenario, an emergency aircraft scenario, and safe passage and Mode IV procedures.<br><br>DWIGHT D. EISENHOWER, Capt, USAF<br>DOV<br><br><u>Second Sortie:</u> This portion of the evaluation was conducted in two parts over multiple days. Part one was conducted during live operations consisting of Pendings/Unknowns, an emergency aircraft scenario, Cuban fighter activity, and DEN reporting of the DC SFRA. Part two was a series of verbal questions designed to examine system knowledge and understanding of NORAD and ACC guidance relating to Air Defense operations. |          |
| <b>B. Discrepancies.</b><br><br>1. Ground. None<br><br>2. Flight. (First Sortie) Area 3. Utilization of Equipment & Interpretation of Displays - Q-. Debriefed. Throughout the mission the examinee displayed large track data tags which significantly reduced his situational awareness of radar/IFF data on his scope.<br><br>(Second Sortie) Area 9. Ground Safety (CRITICAL) - U. The examinee was unable to describe emergency evacuation procedures and rally point.   |          |
| <b>C. Recommended Additional Training.</b><br><br>1. Ground. None<br><br>2. Flight. (Second Sortie) The examinee will receive comprehensive ground safety instruction detailing both unit and personal safety responsibilities and procedures.  |          |
| <b>D. Additional Comments.</b> This evaluation was debriefed with the EADS/DO on 26 Dec 14. Examinee is to complete a full follow-on evaluation.  |          |
| <b>REVIEWING OFFICER'S REMARKS:</b> None.   |          |
| <b>APPROVING OFFICER'S REMARKS:</b> None.   |          |
| <b>ADDITIONAL REVIEWS:</b> None.  |          |
| <b>PRIVACY ACT STATEMENT</b><br><br>AUTHORITY: 10 USC 8013; EO 9397<br>PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification<br>DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.  |          |

Figure A3.19. PEX Generated QUAL MSN Q1 INSTR Q3.

| CERTIFICATE OF AIRCREW QUALIFICATION   |   |  |                                     | DATE COMPLETED<br>18 Jan 15   |                                     |                  |             |
|--|---|--|-------------------------------------|---|-------------------------------------|------------------|-------------|
| <b>I. EXAMINEE IDENTIFICATION</b>  |   |  |                                     |   |                                     |                  |             |
| NAME (Last, First, Middle Initial)<br>Lowery, Thomas J.                                  |   | RANK<br>SSgt   | SSAN<br>1234                        | ELIGIBILITY PERIOD<br>N/A   |                                     |                  |             |
| ORGANIZATION AND LOCATION<br>EADS, Rome, NY 13441-4812                                   |   | ACFT/CREW POSITION<br>BCC/IIDT   |                                     |   |                                     |                  |             |
| <b>II. QUALIFICATION</b>   |   |  |                                     |   |                                     |                  |             |
| <b>GROUND PHASE</b>  |   |  | <b>FLIGHT PHASE</b>                 |   |                                     |                  |             |
| EXAMINATION/CHECK  | DATE  | GRADE  | MISSION/CHECK                       | DATE  |                                     |                  |             |
| General Knowledge  | 05 Jan 15   | 100  | QUAL/MSN                            | 05 Jan 15   |                                     |                  |             |
|  |   |  | INSTR                               | 05 Jan 15   |                                     |                  |             |
|  |   |  |                                     |   |                                     |                  |             |
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|  |   |  |                                     |   |                                     |                  |             |
| <b>QUALIFICATION LEVEL</b>   |   | <b>ADDITIONAL TRAINING</b>   |                                     |   |                                     |                  |             |
| QUALIFIED<br>QUAL/MSN 1  | UNQUALIFIED<br>INSTR 3                                | DUE DATE(S)<br>28 Feb 15   |                                     | DATE ADDITIONAL TRAINING COMPLETED<br>18 Jan 15   |                                     |                  |             |
| <b>EXPIRATION DATE OF QUALIFICATION</b>  |   | <b>CERTIFYING OFFICIAL, RANK AND ORGANIZATION</b>  |                                     | <b>SIGNATURE</b>  | <b>DATE</b>                         |                  |             |
| QUAL/MSN Jun 16  | INSTR N/A   | James L. Jackson, Lt Col<br>EADS/DOST  |                                     |   |                                     |                  |             |
| <input checked="" type="checkbox"/> <b>RESTRICTIONS</b><br>(Explain in Comments on Back) |   | <input type="checkbox"/> <b>EXCEPTIONALLY QUALIFIED</b><br>(Explain in Comments on Back) |                                     | <input type="checkbox"/> <b>COMMANDER-DIRECTED DOWNGRADE</b><br>(Explain in Comments on Back) |                                     |                  |             |
| <b>III. CERTIFICATION</b>  |   |  |                                     |   |                                     |                  |             |
| <b>TYPED NAME AND RANK</b>   |   | <b>ORGANIZATION</b>  | <b>CHECK</b>                        |   |                                     | <b>SIGNATURE</b> | <b>DATE</b> |
|  |   |  | PCN 20C                             | D<br>10Z  | PCN 20C                             | 62500-2000R      |             |
| 1  | FLIGHT EXAMINER<br>Darryl K. Houston TSgt             | EADS/DOV   | <input type="checkbox"/>            | <input type="checkbox"/>  | <input checked="" type="checkbox"/> |                  |             |
| 2  | REVIEWING OFFICER<br>Gary L. McMann, Lt Col           | EADS/DOC   | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/>            |                  |             |
| 3  | FINAL APPROVING OFFICER<br>Robert A. Kirtland, Lt Col | EADS/DO  | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/>            |                  |             |
| I CERTIFY that I have been briefed and understand the action being taken this date.      |   |  |                                     |   |                                     |                  |             |
| <b>DATE</b>  |   | <b>TYPED NAME AND GRADE OF EXAMINEE</b>  |                                     |   | <b>SIGNATURE</b>                    |                  |             |
|  |   | Thomas J. Lowery, SSgt<br>EADS/DOV   |                                     |   |                                     |                  |             |

| AF FORM 8 CONTINUATION SHEET  |          |
|---|----------|
| IV.   | COMMENTS |
| <p><b>RESTRICTIONS:</b> SSgt Lowery will not instruct until completion of additional training on COMSEC procedures and an RQ INSTR evaluation.</p> <p><b>EXAMINER'S REMARKS:</b></p> <p><b>A. Mission Description.</b></p> <p><u>First Sortie:</u> This portion of the evaluation was conducted in two parts. Part one was conducted during live operations consisting of Pending/Unknowns, an emergency aircraft scenario, Cuban fighter activity, and DEN reporting of the DC SFRA. Part two was a series of verbal questions designed to examine system knowledge and understanding of NORAD and ACC guidance relating to Air Defense operations.</p> <p><u>Second Sortie:</u> During this portion of the evaluation, the examinee performed one-on-one demonstration/performance instruction of positional duties with an IQT student during live daily operations.</p> <p><b>B. Discrepancies.</b></p> <ol style="list-style-type: none"> <li>1. Ground. None</li> <li>2. Flight. (Second Sortie) Area 6. COMSEC (CRITICAL) - U. The examinee's student verbalized classified information over unsecure medium on several occasions. The examinee made no attempt to correct these errors.</li> </ol> <p><b>C. Recommended Additional Training.</b></p> <ol style="list-style-type: none"> <li>1. Ground. None</li> <li>2. Flight. (Second Sortie) The examinee will thoroughly review COMSEC procedures with an instructors.</li> </ol> <p><b>D. Additional Comments.</b> Examinee requires an RQ INSTR covering COMSEC procedures.</p> <p><b>REVIEWING OFFICER'S REMARKS:</b> None.</p> <p><b>APPROVING OFFICER'S REMARKS:</b> None.</p> <p><b>ADDITIONAL REVIEWS:</b> None.</p> |          |
| <p align="center"><b>PRIVACY ACT STATEMENT</b></p> <p><b>AUTHORITY:</b> 10 USC 8013; EO 9397</p> <p><b>PRINCIPAL PURPOSE:</b> Source document used to establish and record aircrew qualification</p> <p><b>DISCLOSURE IS VOLUNTARY:</b> SSAN is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</p>   |          |

**Attachment 4**

**SAMPLE AF FORM 942**

**Figure A4.1. AF Form 942.**





**Attachment 5****MISSION OPERATIONS READ FILE TEMPLATE**

**Note:** The information below is an example of a template MAJCOMs may use when drafting a Read File item.

**MEMORANDUM FOR (SEE DISTRIBUTION)**

**FROM:** (Unit's Complete Address)

**SUBJECT:** The Subject Line contains the MORF number and title of the MORF item (if applicable)

1. **Applicability paragraph.** This paragraph lists the MAJCOM(s)/Organizations that the MORF item is applicable to, lists the MAJCOM(s)/Organizations that will retransmit the MORF item and those MAJCOMs/Organizations for which the MORF item is "for information only."
2. **Directive paragraph.** Use this paragraph to give direction to crews regarding procedures or guidance. This information will be placed immediately following the applicability paragraph in order to ensure a consistent place for new procedures or guidance.
3. **Amplification paragraph.** This paragraph should focus on background information to the crews or any other amplifying data deemed necessary by the MORF item author for crews to understand the impetus behind the MORF item. The MORF item should be limited to one or two pages in length. Additional supporting background documentation should be included in attachments or references.
  - a. Amplifying data may be organized into subparagraphs or follow-on paragraphs.
  - b. If follow-on paragraphs are used, ensure paragraphs are numbered correctly.
4. **Administrative paragraph.** Use this paragraph to show where the MORF item is to be placed (Part B or C), and for how long the MORF item is to remain in effect. Other items of an administrative nature may also be placed in this paragraph.
5. **Receipt/POC paragraph.** This paragraph directs units to acknowledge receipt of the MORF item within a desired period of time, OIF POC(s), and the POC phone number and email address.

## Attachment 6

## EXAMINER OBJECTIVITY EVALUATION CRITERIA

**A6.1. Instructions.** EXAMINERs when conducting EXAMINER Objectivity Evaluations will use the following grading criteria. A grade of Q- with corrective training or a U in any area will require an overall rating of "3". Cumulative deviations will be considered when determining the overall rating of either "1" or "3".

Table A6.1. Criteria.

| GRADE   | GRADE CRITERIA   |
|---|--|
| <b>AREA 1—COMPLIANCE WITH STAN/EVAL DIRECTIVES</b>                          |  |
| Q   | Complied with all directives pertaining to the administration of an evaluation.  |
| Q-  | Complied with most directives. Deviations did not jeopardize the effectiveness of the evaluation or flight safety.   |
| U   | Failed to comply with directives or allowed flight safety to be jeopardized.   |
| <b>AREA 2—EXAMINER'S BRIEFING</b>   |  |
| Q   | Thoroughly briefed the examinee on the conduct of the evaluation, mission requirements, responsibilities, grading criteria, and examiner actions/position during the evaluation.                                 |
| Q-  | Items were omitted during the briefing causing minor confusion. Did not fully brief the examinee as to the conduct and purpose of the evaluation.  |
| U   | Examiner failed to adequately brief the examinee.  |
| <b>AREA 3—IDENTIFICATION OF DISCREPANCIES AND ASSIGNMENT OF AREA GRADES</b> |  |
| Q   | Identified all discrepancies and assigned proper area grade.   |
| Q-  | Most discrepancies were identified. Failed to assign Q- grade when appropriate. Assigned discrepancies for performance which was within standards.   |
| U   | Failed to identify discrepancies related to flight discipline or deviations that merited an unqualified grade. Assigned Q- grades that should have been U or assigned U grades for performance within standards. |
| <b>AREA 4—ASSESSMENT OF OVERALL PERFORMANCE</b>                             |  |
| Q   | Awarded the appropriate overall grade based on   |

|  |  |
|--|--|
|  | the examinee's performance.  |
| Q-   | Awarded an overall grade without consideration of cumulative deviations in the examinee's performance.   |
| U  | Did not award a grade commensurate with overall performance.   |
| AREA 5—ASSIGNMENT OF ADDITIONAL TRAINING         |  |
| Q  | Assigned proper additional training if warranted.  |
| Q-   | Additional training assigned was insufficient to ensure the examinee would achieve proper level of qualification.  |
| U  | Failed to assign additional training when warranted.   |
| AREA 6—MISSION CRITIQUE                          |  |
| Q  | Thoroughly debriefed the examinee on all aspects of the evaluation. Debriefed all key mission events, providing instruction and references as required.                                    |
| Q-   | Failed to discuss all deviations and assigned grades. Did not advise the examinee of additional training, if required. Failed to debrief or adequately reconstruct all key mission events. |
| U  | Did not discuss any assigned area grades or the overall rating. Changed grades without briefing the examinee. Did not debrief mission at all. Debriefed few or no key mission events.      |
| AREA 7—EVALUATION DOCUMENTATION                  |  |
| Q  | Correctly completed all required documentation.  |
| Q-   | Minor errors in documentation that did not affect the validity of the evaluation.  |
| U  | Failed to complete all required documentation. Major errors caused the validity of the evaluation to be questioned.  |
| AREA 8—BRIEFING THE SUPERVISOR ON THE EVALUATION |  |
| Q  | Thoroughly debriefed the examinee's supervisor.  |
| Q-   | Debriefed the supervisor, but failed to discuss all discrepancies, grades, or additional training.   |
| U  | Failed to debrief the examinee's supervisor on an unsatisfactory evaluation.   |
| AREA 9—EXAMINER'S PERFORMANCE                    |  |
| Q  | Examiner performed as briefed and contributed to a thorough evaluation of the examinee.  |

|    |   |
|----|---|
| Q- | Committed minor errors that did not detract from the examinee's performance.                      |
| U  | Committed major errors disrupting the examinee's performance or preventing a thorough evaluation. |

Attachment 7  
FLOWCHART

Figure A7.1. CRC Flowchart.

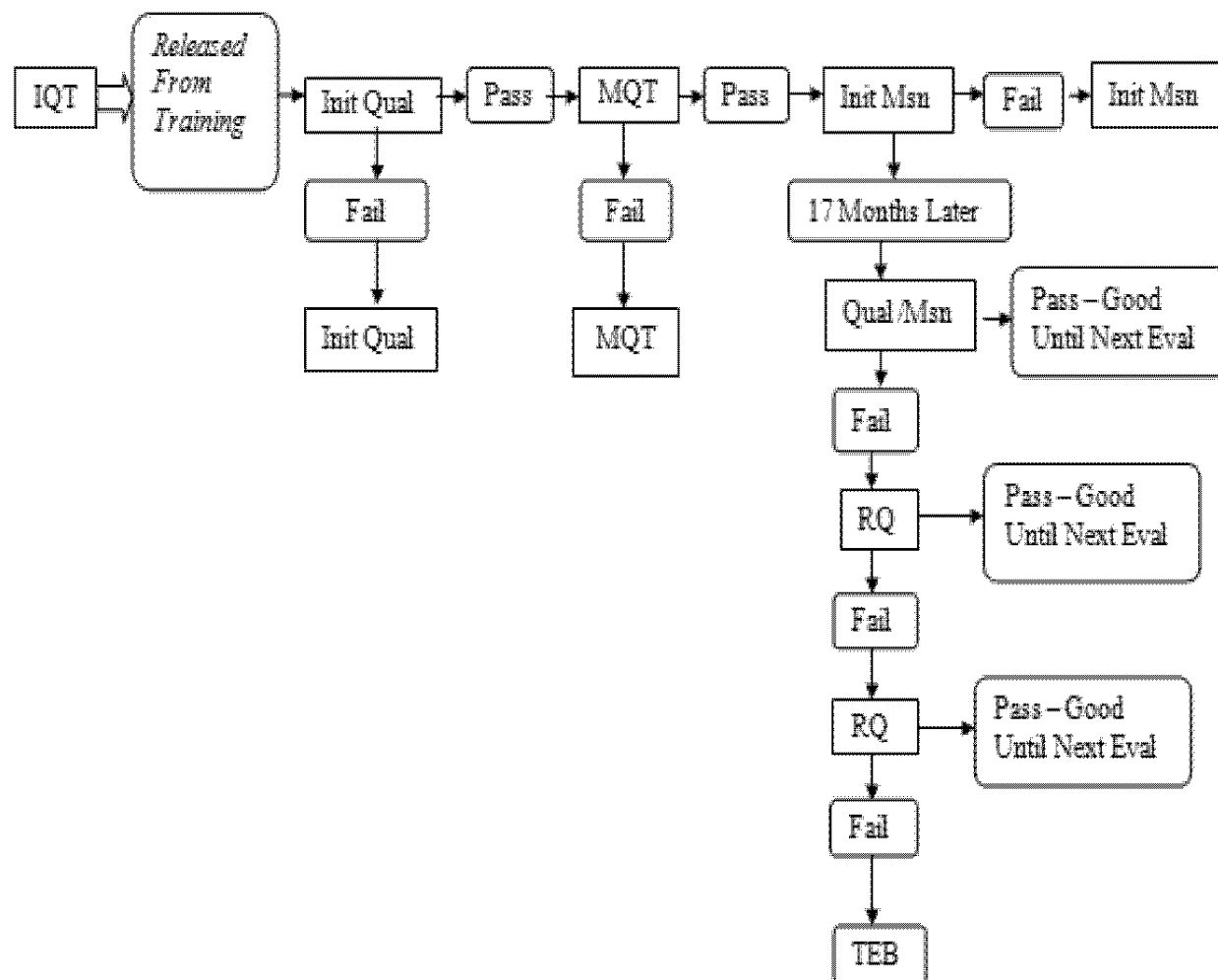
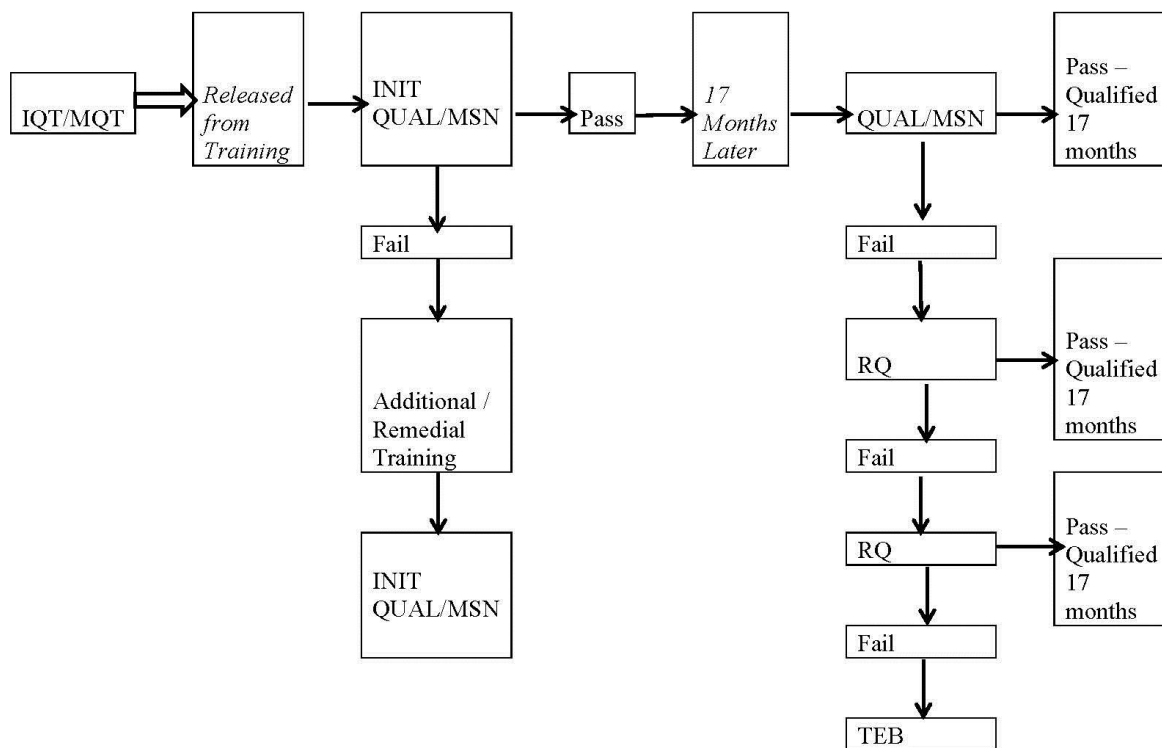


Figure A7.2. BCC Flowchart.



## **Attachment 8**

### **SELF-ASSESSMENT CHECKLISTS**

**A8.1.** IAW AFI 90-201, the self-assessment checklist (SAC) is the two-way communication tool designed to improve compliance with published guidance and is a critical part of the Commander's Inspection Program (CCIP). The SACs are based upon the governing Air Force Instruction allowing unit leadership to monitor and report compliance and non-compliance with SACs through MICT. Unit commanders and HHQ functional managers throughout the chain of command monitor programs for near real-time compliance and trends using MICT. Compliance with the items in a SAC does not relieve unit leadership from knowing the requirements of their programs and complying with guidance in Air Force Instructions and other policy documents.

A8.1.1. MAJCOM/IG use of SACs. SACs are not inspection checklists. SACs are one of many resources MAJCOM/IGs may choose to use to complete inspection requirements.

A8.1.2. Units will conduct a self-assessment utilizing the SACs on MICT at least once annually (**T-2**).